



STATE OF MICHIGAN
DEPARTMENT OF COMMUNITY HEALTH
LANSING

JENNIFER M. GRANHOLM
GOVERNOR

JANET OLSZEWSKI
DIRECTOR

November 30, 2005

Verlon Johnson
Associate Regional Administrator
Division of Medicare and Medicaid Services
Department of Health and Human Services
233 North Michigan Avenue
Suite 600
Chicago, Illinois 60601-5519

Dear Ms. Johnson:

We are submitting Michigan's draft proposal for the new Medicaid School Based Services (SBS) reimbursement methodology for the fee-for-service program. In accordance with the direction received from the Center for Medicare and Medicaid Services (CMS) Central Office, reimbursement will be provider specific, cost-based and annually reconciled.

The Medicaid workgroup for this project has benefited from directly communicating with CMS, including our local representative and the Central Office staff, throughout the development process. Assuming that we are able to obtain approval in the near future, Michigan is requesting that the new reimbursement policy be approved for implementation on October 1, 2006, the beginning of the next fiscal year. This timeframe will permit Michigan to complete all the required activities inherent to implementing this major program change.

We appreciate the assistance and support of the CMS and DHHS staff in the development of this proposal. We are relying on the continuation of this cooperative effort as we move forward to final approval and implementation of the policy.

Sincerely,

A handwritten signature in black ink, reading "Paul Reinhart".

Paul Reinhart, Director
Medical Services Administration

cc: Cynthia Garroway
Julie Greenway

MICHIGAN DEPARTMENT OF COMMUNITY HEALTH
School Based Services Draft Fee-for-Service Reimbursement Methodology

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DRAFT

School Based Services Draft Fee-for-Service Reimbursement Methodology

I. Background and Introduction

In March of 2004, the Michigan Department of Community Health (MDCH) submitted a State Plan Amendment to add Licensed Practical Nursing as a covered service under the School Based Special Rehabilitation Services section of the State Plan (Supplement to Attachment 3.1-A, Page 27e). Subsequent to this addition, the Centers for Medicare and Medicaid Services (CMS) Central Office (CO) opened the reimbursement section of the State Plan. CMS advised that since the non-federal share of the expenditures for the School Based Services (SBS) are comprised of Certified Public Expenditures (CPE), MDCH must develop a new reimbursement methodology that is cost-based, annually reconciled and provider specific. The SBS providers in Michigan are defined as the fifty seven Intermediate School Districts (ISDs), Detroit Public Schools, and Michigan Schools for the Deaf and Blind. The term ISD in this proposal will refer to all of the above listed SBS providers.

In August of 2004, a workgroup was formed comprised of staff from a representative group of ISDs, Michigan Department of Education (MDE) staff, MDCH staff and local CMS staff. The workgroup's mission is to develop a new Fee for Service (FFS) reimbursement methodology for SBS. The workgroup has worked closely with the local CMS financial analysts and has communicated with CMS CO staff on numerous occasions to ensure that the new SBS methodology will comply with all CMS regulations. CMS asked that a draft methodology be submitted by November 30, 2005.

II. Use of Certified Public Expenditures for SBS

Title 42 of the Code of Federal Regulations (CFR), Section 433.51 (b) allows both State and local governments to participate in the financing of the non-Federal portion of medical assistance expenditures. Public funds may be considered as the State's share in claiming Federal Financial Participation (FFP) if they are appropriated directly to the State or local Medicaid agency, or transferred from other public agencies to the State or local agency and under its administrative control, or certified by the contributing public agency as representing expenditures eligible for FFP under this section.

For SBS services, Michigan concurs that CPEs are used, and will continue to be used as the non-Federal share of the gross expenditures used to claim federal financial participation. Michigan ISDs provide the non-Federal share and are able to document and certify their actual costs in accordance with the above cited regulation.

III. Proposed Medicaid State Plan Language

The MDCH proposes to develop a methodology that reimburses ISDs for the actual cost of providing medically necessary Medicaid services. To do this, MDCH will implement a process to determine the Medicaid allowable cost in compliance with 42 CFR 433.51. Michigan will utilize an annual finalized cost report (SE-4096) and other expenditure data to implement the annual cost reconciliation and cost settlement process described in the following sections.

To allow adequate time for CMS review, implementation of cost reporting and program changes, public notice to providers and other administrative activities, we respectfully request that the effective date of this proposal be October 1, 2006, the beginning of the next State fiscal year.

a. SE-4096, SE-4094 Cost Reports and Financial Information Database (FID)

A key component of MDCH's reimbursement methodology is the use of cost reports to accumulate all expenditures supporting the determination of Medicaid allowable costs. The MDE requires all school districts to complete an annual Special Education cost report (SE-4096) to identify the costs of special education activities. In addition, an annual Transportation Expenditure Report (SE-4094) is completed to identify transportation costs for all school districts. The SE-4094 will enable identification of special education transportation. The MDCH and members of the workgroup are working closely with the Office of Special Education and Early Intervention Services (OSE-EIS) to modify the SE-4096 form to provide a discrete level of detail for reporting expenditures related to SBS services to meet Medicaid requirements. The modifications to the SE-4096 form will enable MDCH to more readily identify expenditures at the personnel level that support the provision of Medicaid covered services. The amended SE-4096 form will also provide a detailed audit trail that will assist in both the cost reconciliation and the cost settlement processes discussed later in this proposal. Please refer to the SE-4096 form in the attachments section of this proposal.

The Center for Educational Performance and Information (CEPI) Michigan Education Information System (MEIS) Financial Information Database (FID) contains annual balance sheet, revenue and expenditure information for the ISDs. The FID will be used to accumulate expenditure information on capital and other related costs (non-personnel) that are not included in the MDE indirect costs formula but are recognized as Medicaid allowable costs.

b. Determination of Medicaid Allowable Cost

Michigan will comply with OMB Circular A-87 for the purpose of cost determination. The proposed SBS reimbursement methodology includes the following OMB A-87 allowable costs:

- Personnel costs (salaries/wages and fringe benefits)
- Health related purchased services and materials and supplies
- Pro rata share of capital expenditures and other related costs
- Indirect costs (cognizant agency unrestricted rate)

Personnel Costs: Allowable personnel costs include amounts related to salaries and wages and fringe benefits as described in OMB Circular A-87. Personnel cost is calculated by identifying, through payroll and other records, the amounts paid to staff performing SBS services. These amounts include Object Code 1000 - Salaries and Object Code 2000 – Fringe Benefits as reported on the SE-4096 cost report.

Currently, Michigan administers a time study for the Medicaid Administrative Outreach Program (AOP). The MDCH will utilize this CMS approved time study to properly identify the portion of time spent performing direct services. The AOP Time Study period will correspond with the school cost reporting period. This will be used to determine the Direct Service (Code 13) % of Total Time Study Results and this percentage will be applied to the SE-4096 salaries and fringe benefits of the staff that are included in the time study. For staff that spend 100% of their time providing direct services, their total SE-4096 salaries and fringe benefits will be included in accumulated costs.

Michigan's AOP time study also identifies the percentage of General Administration (Code 16) that can be reallocated to the other time study codes. This percentage will also be used to determine the amount of costs related to general administration. The combination of the salaries and fringe benefits identified for the school staff and the general administrative costs related to Code 16 will determine the Medicaid allowable personnel costs.

Health Related Purchased Services and Materials and Supplies: These costs are determined by identifying amounts reported on the SE-4096 cost report for health-related services. These amounts specifically include expenditures for Purchased Services as follows:

- object code 3120 (employee training and development services),
- object code 3130 (pupil services),
- object code 3190 (other professional and technical services),

Travel and transportation costs as follows:

- object code 3210 (regular travel costs),
- object code 3220 (workshop and conference travel),
- object codes 3320 and 3330 (costs paid to transport a pupil to a service), and

Materials and supplies included in the object code 5110 (testing supplies and materials).

The most recent school fiscal year Medicaid AOP time study results will also be utilized in the determination of allowable health related purchased services and materials and supplies.

Capital Expenditures and Other Related Costs: Michigan proposes to include a pro rata share of capital expenditures and other Medicaid allowable costs including repayment of interest on long term debt, executive administration, office of the principal, other school administration, staff/personnel services, support services technology, pupil accounting and other central services. These amounts are currently reported in the FID and can be readily identified at the ISD level. These amounts are also not included in the MDE indirect cost formula.

Capital expenditures and other related costs are allowable per Medicaid regulations and are reimbursed for many other provider types including hospitals, nursing facilities and federally qualified health centers. Additionally, Michigan's approved indirect cost formula administered by the United States Department of Education (USDE) excludes, per Federal Regulation, capital and other related costs in the

determination of the unrestricted indirect cost rate (a component of MDCH's methodology). Since the formula excludes these Medicaid allowable costs, Michigan proposes to include a pro rata share of these amounts using an allocation basis that complies with OMB A-87 benefiting objectives principles.

Indirect Costs: Michigan proposes to include indirect costs in determining total Medicaid allowable costs for school based services. Like many other states, the Michigan Department of Education prepares an annual unrestricted indirect cost rate (UICR). Michigan proposes to utilize the approved UICR for purposes of determining allowable indirect costs related to school based services. The most recent school fiscal year Medicaid AOP time study results will also be utilized in the determination of allowable indirect costs.

Medicaid Ratio: The Medicaid portion of the health services costs will be determined by multiplying the total health services costs determined in the preceding steps by the following ratio:

$$\frac{\text{Medicaid students with an IEP receiving health services}}{\text{Total students with an IEP receiving health services}}$$

The Individuals with Disabilities Education Act (IDEA) requires school districts to report to the State Education Agency certain information, including an unduplicated count of students with an IEP and receiving special education services. This report (which is the basis for federal IDEA funds) and the related data files will be available for CMS review. The MDE requires this student count be done on December 1 of each year and this number will be used as the denominator in the equation specified above. Once a year, for each ISD, the students included on this report will be checked for Medicaid eligibility and this number will be the numerator in the equation.

c. Cost Reconciliation Process

Michigan will implement a cost reconciliation process to ensure that providers are not paid more than their actual costs. Since the SBS program utilizes CPEs as the basis for matching funds, MDCH will implement an annual reconciliation process that will assess the difference between interim payments made to providers and the actual costs of providing SBS services.

Within nine months after the end of the State's fiscal year, the MDE will provide to MDCH finalized cost reports for each ISD. In performing the annual reconciliation, MDCH will rely on cost report data (SE-4096, SE-4094 and FID) to determine allowable costs according to the process described in Section III. b. The cost reconciliation process, including the determination of Medicaid allowable costs using cost report data and the determination of the Medicaid special education eligibility ratio, will be completed annually within ninety days of receiving the finalized cost reports from the MDE, CEPI and MICIS. MDCH will compare interim Medicaid payments made to the ISDs with the actual Medicaid costs of providing those services. The difference will be identified as an over or under payment and settled as described in the next section.

d. Cost Settlement Process

The cost settlement process will follow the annual reconciliation and may result in additional payments and/or recoupments. For providers whose costs are in excess of their interim payments, MDCH will make the provider whole. In instances where a provider received interim payments in excess of their costs, MDCH will initiate an overpayment recovery process. The annual cost settlement process will be completed within ninety days of the annual cost reconciliation determination. The MDCH will either do the cost settlement via an initial and final settlement or just a final settlement.

IV. Transportation

The Michigan FFS transportation methodology will utilize the SE-4094 transportation expenditure report to determine annual direct costs of all specialized transportation. Certain factors will be applied to the cost report data including the percentage of Medicaid students with an IEP receiving health services, the number of actual trips, and the indirect cost rate to determine Medicaid allowable costs. Additionally, Michigan will implement a cost reconciliation and cost settlement process for this service that is similar to the one stated for school-based health services.

V. Attachments

- a. SE-4096 Cost Report with instructions**
- b. SE-4094 Transportation Expenditure report with instructions**
- c. Excerpts from FID Chart of Accounts**
- d. Example of MDE December 1 Count Report with instructions**

SPECIAL EDUCATION ACTUAL COST REPORT
(July 1, 2003 through June 30, 2004)

District Name _____

District Code _____

Funding Source (Check ONE)			PERSONNEL		List personnel in school year full time equivalency, pro-rate to tenths (.0). Refer to the attached "Special Education List of Allowable Expenditures" for a description of reimbursable items by function and object code						
			Profes- sional	Reimb. Aides	Salaries 1000	Benefits 2000	Purchased Services 3000-4000	Supplies and Materials 5000	Capital Outlay 6000	Other Expend 7000	TOTAL
			(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
<input type="checkbox"/>	Section 52										
<input type="checkbox"/>	Section 53										
		Instruction									
1	122	LRE Class Aide									
2		Mild Cog Imp									
3		Mod Cog Imp									
4		Sev Cog Imp									
5		Emotional Imp									
6		Learn Disability									
7		Hearing Imp									
8		Visual Imp									
9		Physical Imp									
10		Sev Mult Imp									
11		Early Child Prog									
12		Sev Lang Imp									
13		Autistic Imp									
14		Resource Room									
15		Section 24									
16	Subtotal										

Instructional and Non-Instructional Support				Salaries	Benefits	Purchased Services	Supplies and Materials	Capital Outlay	Other Expend	
17	213	Health Serv								
	213	Physician								
	213	RN								
	213	LPN								
	213	PT								
	213	OT								
	213	OTA								
	213	PTA								
18	214	Psychological								
	214	Psychologist								
	214	Psychiatrist								
19	215	Spch & Audiol								
	215	ST								
	215	Audiologist								
20	216	Social Work								
	216	LICSW								
21	217	Visual Aid								
	217	Orientation Specialist								
	217	Mobility Specialist								
22	218	TC/Ment Imp								
23	218	TC/Emot Imp								
24	218	TC/Learn Disab								
25	218	TC/Hear Imp								
26	218	TC/Visually Imp								
27	218	TC/POHI								
28	218	TC/Autistic Imp								
29	218	Early Child Home								
30	219	Physical Educ								
31	219	Other Pup Sup								
32	221	Improve of Instr								
33	226	Superv/Direction								
34	241	Sch Principal								
35	28x	Supp Serv Cent								
36	29x 331	Supp/Comm								
37	Subtotal									

38	SUBT (Line 16+37)									
39	Indirect Costs ()									
40	231	Bd of Ed (adjust)								
41	Capital Outlay (Line 16+37)									
42	261	Direct O&M								
43	271	Pupil Transp. (53 Only)								
44	Tuition - MSD									
45	SUBTOTAL (Lines 39-44)									
46	TOTAL COST									

ATTACHMENT A - MEDICAID HEALTH SERVICE COST CALCULATION

Function Code	Object Code	Instruction	Direct Costs	Indirect Cost (MDE ICR)	Non-ICR Administrative Support (See Backup)	Capital Cost (See Backup)	Fully Loaded Cost	Direct Service %	Direct Service Portion of Admin.%	Direct Service Cost	Direct Service Portion of Admin. Cost
			A	B	C	D	E	F	G	H	I
122	1240	Teacher - Mild Cog Imp	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%	\$ -	\$ -
122	1240	Teacher - Mod Cog Imp	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%	\$ -	\$ -
122	1240	Teacher - Sev Cog Imp	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%	\$ -	\$ -
122	1240	Teacher - Emotional Imp	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%	\$ -	\$ -
122	1240	Teacher - Learn Disability	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%	\$ -	\$ -
122	1240	Teacher - Hearing Imp	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%	\$ -	\$ -
122	1240	Teacher - Visual Imp	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%	\$ -	\$ -
122	1240	Teacher - Physical Imp	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%	\$ -	\$ -
122	1240	Teacher - Sev Mult Imp	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%	\$ -	\$ -
122	1240	Teacher - Early Child Prog	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%	\$ -	\$ -
122	1240	Teacher - Sev Lang Imp	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%	\$ -	\$ -
122	1240	Teacher - Autistic Imp	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%	\$ -	\$ -
122	1240	Teacher - Resource Room	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%	\$ -	\$ -
213	1410	Physician (Diagnostic Evaluation Only)	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%	\$ -	\$ -
213	1450	Registered Nurse (SE Only)	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%	\$ -	\$ -
213	1450	Licensed Practical Nurse (SE Only)	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%	\$ -	\$ -
213	1470	Physical Therapist	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%	\$ -	\$ -
213	1480	Occupational Therapist	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%	\$ -	\$ -
213	1630	Occupational Therapist Assistant	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%	\$ -	\$ -
213	1630	Physical Therapist Assistant	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%	\$ -	\$ -
214	1430	Psychologist	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%	\$ -	\$ -
214	1430	Psychiatrist	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%	\$ -	\$ -
215	1280	Speech and Language Therapist	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%	\$ -	\$ -
215	1490	Audiologist	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%	\$ -	\$ -
216	1440	School Social Work (Masters Level)	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%	\$ -	\$ -
216	1440	School Social Work (BA Level)	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%	\$ -	\$ -
217	1290	Orientation Specialist	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%	\$ -	\$ -
217	1290	Mobility Specialist	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%	\$ -	\$ -
218	1250	TC/Ment Imp	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%	\$ -	\$ -
218	1250	TC/Emot Imp	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%	\$ -	\$ -
218	1250	TC/Learn Disab	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%	\$ -	\$ -
218	1250	TC/Hear Imp	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%	\$ -	\$ -
218	1250	TC/Visually Imp	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%	\$ -	\$ -
218	1250	TC/POHI	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%	\$ -	\$ -
218	1250	TC/Autistic Imp	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%	\$ -	\$ -
TOTAL			\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	\$ -

ATTACHMENT B - MEDICAID COST RECONCILIATION

KEY	DESCRIPTION	AMOUNT	NOTE
A	Allowable Medicaid Cost	\$ -	From Attachment B
B	Medicaid Eligibility	0.00%	MER %
C (A*B)	Reimbursable Medicaid Costs	\$ -	
D	FY 2XXX Payments	\$ -	Excludes Transportation
E (C-D)	Cost Settlement Over/(Under	\$ -	

ATTACHMENT INSTRUCTIONS

Attachment A

A TOTAL	Transfer direct expense totals for each qualified health service professional from SE-4096
B Indirect Cost (MDE ICR)	Apply Indirect Cost Rate (from MDE) to direct expenses
C Non-ICR Administrative Support	Allocate allowable administrative support from the allowable Function Codes (based on %)
D Capital Cost	Allocate allowable operating and capital from the allowable Function Codes (based on %)
E Fully Loaded Cost	Total Indirect Cost, Administrative Support Cost, and Operating and Capital Cost
F Direct Service %	Input Direct Service % Results from AOP Time Study by Qualified Health Service Professional
G Direct Service Portion of Admin.%	Calculate Direct Service Portion of Administrative Time (Direct/(Total-Admin.)*Admin. %)
H Direct Service Cost	Multiply E by F
I Direct Service Portion of Admin. Cost	Multiply E by G

Attachment B

A Allowable Medicaid Cost	Add H + I from Attachment A
B Medicaid Eligibility	Input MER*% per MDCH
C Reimbursable Medicaid	Multiply A by B
D FY 2XXX Reimbursement	Input FY 2XXX Medicaid Reimbursement (less Transportation)
E Cost Settlement	Calculate Difference Between C and E

**Note: MER represents count of Medicaid students receiving health services as a percentage of all students receiving health services*



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

MEMORANDUM

TO: Intermediate School District Superintendents

FROM: Jacquelyn J. Thompson, Ph.D., Director
Office of Special Education and
Early Intervention Services

DATE: August 5, 2005

SUBJECT: Transportation Expenditure Report Form SE-4094 for the 2004-05 School Year

Enclosed is the *Transportation Expenditure Report* for the 2004-05 school year. This report is to be completed by your business office in conjunction with the intermediate district's transportation supervisor. *Please return this form along with those from your constituent local districts by October 7, 2005.*

In order for districts to qualify for state aid under Section 51a of the State School Aid Act, this form must be completed by all districts. We are asking you to have staff review all local district and public school academy expenditure reports when they are returned to the intermediate districts as follows:

1. Ensure all charges reported are assigned to the appropriate service activity.
2. Identify and report to the Michigan Department of Education (MDE) any district that operated noneligible vehicles, or charged unauthorized costs.
3. Ensure all reports are submitted to the MDE by October 7, 2005.

Section 18 of the State School Aid Act requires each district and intermediate district to submit the SE-4094 Transportation Expenditure Report by October 7, 2005. Failure to submit the report by October 7, 2005 will result in the withholding of the district or intermediate school district's entire state aid beginning with the next payment due the district or intermediate school district.

Thank you for your assistance in reviewing and processing the request for state aid on the Transportation Expenditure Report for the 2004-05 school year for your constituent districts.

If you have any questions regarding the form, please contact Ms. Dianne Easterling, at (517) 241-4517.

Enclosure

OSE/EIS-05-14

STATE BOARD OF EDUCATION

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GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

MEMORANDUM

TO: Local School District Superintendents and
Public School Academy Administrators

FROM: Jacquelyn J. Thompson, Ph.D., Director
Office of Special Education and
Early Intervention Services

DATE: August 5, 2005

SUBJECT: Transportation Expenditure Report Form SE-4094 for the 2004-05 School Year

Enclosed is the *Transportation Expenditure Report* for the 2004-05 school year. This report is to be completed by your business office in conjunction with your transportation supervisor and returned to your intermediate school district by *September 23, 2005*. The intermediate school district will return their own and all constituent local forms to the Michigan Department of Education by October 7, 2005.

Recent decisions by the Supreme Court, as well as changes in the State School Aid Act, require that this form be completed by all districts. Those districts that do not directly operate any transportation services need only check the box on the cover page, sign the form, and return it to your intermediate school district.

Section 18 of the State School Aid Act requires each district and intermediate district to submit the SE-4094 Transportation Expenditure Report by October 7, 2005. Failure to submit the report by October 7, 2005 will result in the withholding of the district or intermediate school district's entire state aid beginning with the next payment due the district or intermediate school district.

If you have any questions regarding the form, please contact Ms. Dianne Easterling, at (517) 241-4517.

Enclosure

cc: Intermediate School District Superintendents

OSE/EIS-05-13

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608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909
www.michigan.gov/mde • (517) 373-3324

MICHIGAN DEPARTMENT OF EDUCATION
Office of Special Education and Early Intervention Services
Finance Management Unit
P.O. Box 30008, Lansing, Michigan 48909

AUTHORITY: Act 94, PA 1979
as amended.
COMPLETION: Required for a
district to collect state categorical
aid.

Direct questions to:
Dianne Easterling at
(517) 241-4517.

**2004-05
TRANSPORTATION
EXPENDITURE REPORT**

EDUCATIONAL AGENCY	Legal Name of School District	District Code No.	Telephone - Area Code/Local No.
	Address	City	Zip Code

MAILING INSTRUCTIONS:

DISTRICT: Return ORIGINAL and ONE copy by September 23, 2005 to the intermediate district.
Retain ONE copy.

ISD: Review the form and return ORIGINAL **by October 7, 2005** to the STATE address above.
Retain ONE copy for your records. **Failure to return the form by October 7 will result
in the withholding of the district's ENTIRE state aid payment.**

Districts that do not operate any transportation services, check this Box ☐, sign and return this page to the ISD.

INSTRUCTIONS:

1. Every school district operating transportation services must file the SE-4094 Transportation Expenditure Report.
Total necessary expenditures must agree with the official accounting records of the school district.

File this form by the above due date. **If later audited figures change the data reported, file an amended report immediately.**

2. Districts who contract with another local district or intermediate district to provide transportation services, check the box above and return the form to your intermediate school district.
3. Please review the enclosed instructions before completing the form.
4. Every school district operating specialized transportation services as defined in rule R388.371c for Section 52 pupils must complete the Special Education Section 52 column on page 2. This column will be used in the formula to provide an additional payment under Section 51c for local districts and Section 51a(2) for intermediate school districts of the State School Aid Act. **"Specialized Transportation Services" means transportation services provided in vehicles for the exclusive use of special education pupils.**
5. Every school district operating specialized transportation services as defined in rule R388.371c for Section 53a eligible pupils as defined in the instructions must complete the Special Education Section 53a column on page 2. This column will be used for distribution of funds under Section 53a and must agree with the total reported on the SE-4096 Special Education Actual Cost Report.

CERTIFICATION: I certify that the information submitted on this report is true and correct to the best of my knowledge.
This report was prepared in cooperation with the Business staff and the costs reported are proper charges to special education transportation. All records (including time reports supporting proration of personnel) used in the preparation of this report will be kept for three years for audit purposes.

Date _____ Superintendent or
Authorized Official _____ (Signature)

Contact Person _____ Telephone _____
Area Code/Local No.

TRANSPORTATION EXPENDITURE REPORT
(July 1, 2004 through June 30, 2005)

District Code

--	--	--	--	--	--

District Name _____

LINE	Account Code Description		Reg/Voc Ed		Spec Ed-Sec. 52		Spec Ed-Sec. 53a		Total
			FTE	Expenditure	FTE	Expenditure	FTE	Expenditure	
			(1)	(2)	(3)	(4)	(5)	(6)	
	1000 – SALARIES								
1	1160 1170	Supervision							
2	1610	Bus Driver							
3	1620	Secretarial/Clerical							
4	1630	Aides							
5	1550 16xx	Other Support							
6	TOTAL SALARIES								
7	2000	Employee Benefits							
	3000/4000 – PURCHASED SERVICES – NON-VEHICLE RELATED COSTS								
8	32xx	Local Expenses							
9	34xx	Telephone/Postage							
10	38xx 55xx	Other Utilities							
11		Other Non-Veh Purch Serv							
12	TOTAL NON-VEH RELATED P/S								
	3000/4000 – PURCHASED SERVICES – VEHICLE RELATED COSTS								
			No of Veh		No of Veh		No of Veh		
13	3310	Pupil Trans Common Carrier							
14	3330	Pupil Trans Family Veh Cost							
15	3310	Pupil Trans Taxi Cab							
16	3930	Pupil Trans Fleet Insurance							
17	4230	Contracted/Leased Buses							
18	4xxx	Other Vehicle Related Costs							
19	TOTAL VEHICLE RELATED P/S								
	5000 – SUPPLIES								
20	5710	Gasoline/Fuel							
21	5710	Oil/Grease							
22	5720	Tires/Batteries							
23	57xx	Other Supplies/Repair Parts							
24	5910	Office Supplies							
25	TOTAL SUPPLIES								
26	7000	Other Expense/Adjustment							
27		Bus Amortization							
28	TOTAL EXPENDITURES								
29	Total Annual Miles								
30	Total Riders Per the Count Week								
31	Total Fuel Consumed (in gallons)								
32	Miles Per Gallon								

TRANSPORTATION EXPENDITURE REPORT 2004-05

General Instructions

1. The SE-4094 covers expenditures for the school year July 1 to June 30.
2. Record all amounts to the **nearest dollar. Services purchased from another Michigan public school or intermediate school district are not eligible to be included on this report.**
3. The general classification of objects and expenditures are those which are found in Bulletin 1022, the Accounting Manual for school districts. The specific items which have been approved for reimbursement are shown in the "Transportation Allowable Expenditures" attached to this form. **Items not listed are not to be included without prior Departmental approval.**
4. Gasoline tax must not be included on this report. The gasoline tax is to be reported as a receivable from another governmental agency.
5. Amounts for non-pupil transportation costs are not to be included on this report. Examples of such costs are employees salaries in non-pupil transportation activities; insurance, parts, repairs, gasoline and supplies for various non-pupil transportation cars and equipment (i.e.; drivers education cars, maintenance vehicles, administrative vehicles, tractors, lawn mowers and snow plows).
6. Salaries and benefits for personnel performing other duties as well as those for pupil transportation must be prorated based upon the percent of time for each activity using time schedules.
7. The objects of expenditures should be assigned to the service activity (i.e.; Regular Education, Special Education-Section 52, etc.) on a direct charge basis wherever possible or by a method of allocation which provides a reasonable distribution of costs. **The appropriate basis for proration for non-vehicle related expenditures is the scheduled pupil riders as averaged during the count week. The count week is defined in rules R388.373 and R388.374 of the Pupil Transportation Administrative Rules.** The appropriate basis for proration for vehicle related lines is the type and usage of vehicles as reported on the SE-4107 School Bus Inventory Report. Documentation of allocation must be maintained for audit purposes.
8. Early Retirement Incentive Payments

These include: (a) lump sum payments, (b) retirement incentive payments spread over the following year, and (c) the purchase of annuities as a retirement. These incentives do not qualify for state categorical reimbursement. The early retirement incentive payment plan is developed for the convenience of the school district and is not directly related to providing services to handicapped pupils.

Stipends or prepaid insurance for personnel who retire early do not qualify for categorical reimbursement. These payments are made as an incentive for personnel to retire early and are not part of the ordinary fringe benefits and operational costs of the district.

Payment of unused sick leave is reimbursable to the extent that the sick leave was accrued during service to the pupil transportation program.

Column Instructions

Columns 1, 3 and 5.

Report the full time equivalency (FTE) for personnel and/or number of vehicles, as applicable. FTE for drivers, aides and other support personnel is based upon a six (6) hour day. **Do not include the FTE for substitute drivers or substitute aides.**

Column 2. Regular/Vocational Education

The amounts in this column are the allowable costs for pupil transportation other than the transportation of special education pupils. **Costs associated with special education pupils who ride on regular education vehicles are to be reported in this column.**

Column 4. Special Education-Section 52

The amounts in this column are the allowable costs for providing specialized transportation services as required by the pupil's individualized educational program (IEP) other than the cost for transportation of Section 53a pupils.

Column 6. Special Education-Section 53a

The amounts in this column are allowable special education transportation costs of Section 53a pupils. Before completing this column, read the instructions on pages 8 and 9—"Special Instructions for Completing Columns 5 and 6 of the SE-4094 for Section 53a Transportation Services."

Column 7. Total

The total of columns 2, 4 and 6.

Line Instructions

Districts having to prorate costs between regular education, Special Education-Section 52 and Special Education-Section 53a are to use the **percent of ridership method for each line unless otherwise noted**. The district will include all pupils and non-pupils (i.e.; Early Fours, Head Start, non-resident and parochial school students, etc.) who ride the bus during the pupil count period when counting total riders. The percent of Section 52 costs for each line will be calculated by dividing the number of Section 52 riders by the total number of riders.

Salaries (Do not include employee benefits in lines 1-5. Employee benefits are to be reported on line 7.):

Line 1. Supervision

Report the FTE and salary paid to employees for that portion of their time devoted to supervising transportation. Do not include any of the superintendent's salary for any time devoted to transportation or transportation supervision, even if the superintendent is directly responsible. Prorate the salary and FTE on this line based upon the percent of pupil ridership as of the pupil transportation count week.

Line 2. Bus Driver

Report the FTE (based upon a six (6) hour day) and salary paid to employees for **only** their time involved in driving school buses. Include on this line, the salaries for drivers attending district initiated or legislatively required driver or supervisor training programs. Include the salaries for substitute bus drivers on this line. The

salary and FTE for bus drivers who have both special education and regular education runs should be prorated based upon the amount of time spent on each run. Field trip runs are to be charged to regular education. **For substitute drivers include only the salary, do not include the FTE.**

Line 3. Secretarial/Clerical

Report the FTE and salary paid to employees for only the portion of their time devoted to transportation secretarial and/or clerical duties and responsibilities. Include on this line, salaries paid to dispatchers and substitutes for secretarial/clerical employees for their time spent on pupil transportation activities. For substitute secretarial/clerical employees include the salary, but do not include the FTE. Prorate the salary and FTE on this line based on the percent of pupil ridership as of the pupil transportation count week.

Line 4. Aides

Report the FTE and salary paid to an aide riding a pupil transportation vehicle transporting pupils to and from school or school related events. Do not include the salaries for bus loading aides not riding on the pupil transportation vehicle. The salary and FTE on this line is prorated in the same method as the salary and FTE for bus drivers and is based upon a six (6) hour day.

Line 5. Other Support

Report the FTE and salary paid to employees who work on pupil transportation vehicles. This would include mechanics, garage employees or other employees involved with providing pupil transportation services. Costs on this line may be prorated based on the percent of regular and special education vehicles in the fleet or on the percent of time spent servicing regular and special education buses. If the percent of time servicing the buses is used, charge tickets or time logs must be available which identify the type of work done by bus number.

Line 6. Total Salaries

The total of lines 1–5.

Line 7. Employee Benefits

Report the amounts paid as benefits to pupil transportation employees (prorate the benefits of employees with responsibilities in addition to pupil transportation). Benefits should be prorated between regular education and special education by the same method as the salaries are prorated **on an employee by employee basis**. The proration of benefits is done on an employee by employee basis and then the individual benefits are summed for line 7.

Purchased Services – Non-Vehicle Related Costs

Line 8. Local Expenses

Report the costs for employees reported above related to mileage, meals, inservices, workshops, tuition for training programs, etc. for providing transportation services. Costs on this line may be prorated on either the direct cost method or on a percent of ridership method. **If the direct cost method is used, documentation of the direct expenditures must be attached to the report.**

Line 9. Telephone/Postage

Report the costs for the pupil transportation department's telephone and postage. Include on this line, amounts paid by the district for advertising directly related to

pupil transportation (i.e.; job posting). Costs on this line may use the direct cost method or prorate costs based on the percent of riders. **If the direct cost method is used, documentation of the direct expenditures must be attached to the report.**

Line 10. Other Utilities

Report the costs for the pupil transportation department's heat, electricity, water, sewage, waste and trash disposal. These costs are prorated between special education and regular education based upon the percent of riders. This includes costs under object code 38xx and 55xx (refer to the recent change in the Bulletin 1022 Manual). **Utility costs must be direct billed to the transportation department and not a proration of the school district's total utility bill.**

Line 11. Other Non-Vehicle Purchased Services

Report the contracted costs for other services such as data processing for bus routes approved by the intermediate school district, maps, building repairs to the garage or bus parking lots, equipment repairs, rental of inservice materials and professional/technical services (i.e.; physicals for bus drivers, snow plowing, etc.). Do not include costs for improvements made to bus garages and bus parking lots. Costs on this line are prorated based upon the percent of riders.

Line 12. Total of Non-Vehicle Related Purchased Services

The total of lines 8-11.

Purchased Services – Vehicle Related Costs

Line 13. Pupil Transportation Common Carrier

Report the number of vehicles and the amount paid to a third party organization offering its services to the general public to provide motor vehicle transportation to and from school for pupils. Include on this line, payments to public transit authorities and companies using non-black and yellow vehicles. (These vehicles are not to be listed on the SE-4107, School Bus Inventory Report.) **Only common carrier costs for exclusively special education vehicles or runs may be charged to special education.** Costs associated with field trips are to be reported as regular education.

Line 14. Pupil Transportation Family Vehicle Cost

Report the number of vehicles and the amount paid to a private individual to provide pupil transportation services. This would include contracting with parents to transport their child to and from an instructional site and contracting with a pupil to provide his or her own transportation to and from an instructional program site. Do not include payments for pupil transportation to or from a school related event. Cost on this line are not prorated. Only costs exclusive to special education riders are placed under Section 52 and Section 53a.

Line 15. Pupil Transportation Taxi Cab

Report the number of vehicles and the amount paid to taxi cab companies for transporting pupils to and from school. (These vehicles are not to be listed on the SE-4107, School Bus Inventory Report.) Only taxi cab costs exclusively for special education riders are chargeable to Section 52 and Section 53a.

Line 16. Pupil Transportation Fleet Insurance

Report the number of vehicles and the amount paid by the district for pupil transportation fleet insurance for vehicles used to transport pupils to and from

school. The amount of insurance is reported by vehicle and is not prorated between special education and regular education for vehicles reported for the year in question on the SE-4107, School Bus Inventory Report. **The insurance for all combination vehicles is reported in column 2—Regular/Vocational Education.** Insurance for vehicles labelled as spare vehicles may only be reported for one (1) spare vehicle for every ten (10) vehicles in service under that service activity. Prorate the premiums for vehicles not used exclusively by the transportation department. **Fleet insurance is not eligible to be prorated to Section 53a.**

Line 17. Contracted/Leased Black and Yellow Buses

Report the number of vehicles and the amount paid by the district to lease or contract black and yellow buses to provide pupil transportation services to and from an instructional site. **These vehicles must be listed on the SE-4107, School Bus Inventory Report, to have costs reported on this line.** Do not report any costs for maintenance, repairs, gasoline, oil, etc. for these vehicles on this line. Costs on this line are not eligible to be prorated to Section 53a.

Line 18. Other Vehicle Related Costs

Report the costs for vehicle maintenance and repair for vehicles listed on line 16. Include the rental of two-way radios used in both contracted and owned pupil transportation vehicles. Costs that cannot be isolated to either a special education bus or a regular education bus are prorated based on the percent of buses in each category. Costs on this line are not eligible to be prorated to Section 53a.

Line 19. Total of Vehicle Related Purchased Services

The total of lines 13-18.

Supplies

Line 20. Gasoline/Fuel

Report the costs for gasoline/fuel for the operation of pupil transportation vehicles. Do not report the amount of gasoline tax on this line. Costs that cannot be isolated to either a special education bus or a regular education bus are prorated based on the percent of buses in each category. **If the direct cost method is used, documentation of the direct expenditures must be attached to the report.**

Line 21. Oil/Grease

Report the costs for oil and grease for the operation of pupil transportation vehicles. Costs that cannot be isolated to either a special education bus or a regular education bus are prorated based on the percent of buses in each category. **If the direct cost method is used, documentation of the direct expenditures must be attached to the report.**

Line 22. Tires/Batteries

Report the costs for tires, tubes and batteries only for pupil transportation vehicles. Costs that cannot be isolated to either a special education bus or a regular education bus are prorated based on the percent of buses in each category. **If the direct cost method is used, documentation of the direct expenditures must be attached to the report.**

Line 23. Other Supplies/Repair Parts

Report the cost of vehicle repair parts and other supplies (i.e.; anti-freeze, deicers, etc.) for pupil transportation vehicles. Costs that cannot be isolated to either a

special education bus or a regular education bus are prorated based on the percent of buses in each category. **If the direct cost method is used, documentation of the direct expenditures must be attached to the report.**

Line 24. Office Supplies

Report the cost of supplies used to support the operation of the pupil transportation office functions for personnel reported on line 1 and line 3. Costs that cannot be isolated to either special education or regular education are prorated by the percent of riders.

Line 25. Total Supplies

The total of lines 20-24.

Line 26. Other Expense/Adjustment

Report the cost for such expenditures as dues, fees, tolls, bus driver awards, licenses and subscriptions, etc. related to pupil transportation management. This line will also be used by the Department to make any necessary adjustments to the report.

Line 27. Bus Amortization

Report the authorized annual amortization amount as calculated on the SE-4107, School Bus Inventory Report. The number of vehicles and amount must agree with the final SE-4107, School Bus Inventory Report. **Do not report amortization amounts for vehicles coded as spares.** The amortization amounts for combination vehicles are to be reported in column 2–Regular/Vocational Education. The total cost of a pupil transportation vehicle includes the base cost, plus the total of, if any, interest expense, plus additional equipment (radios, lifts) less any trade in allowance or the full amount received from previously non-deducted bus sales. Such costs can be found on the Cost of Bus Worksheet for each vehicle. The Cost of Bus Worksheet for each vehicle needs to be kept on file by the district. The amount of amortization is found on the district's final SE-4107, School Bus Inventory Report. Costs on this line are not eligible to be prorated to Section 53a.

Line 28. Total Expenditures

The total of lines 6, 7, 12, 19, 25, 26 and 27 for columns 2, 4 and 6. Column 4–Special Education-Section 52 will be used in the formula calculation to calculate any additional payment under either Section 51(a)(2) or Section 51c of the State School Aid Act. The total of column 6–Special Education-Section 53a will be reported on page 3, Section 53a of the SE-4096, Special Education Actual Cost Report, line 43 (**see the instructions for completing columns 5 and 6 of the SE-4094, pages 8-9**). Section 53a transportation costs are reimbursed under Section 53a of the State School Aid Act.

Line 29. Total Annual Miles

Include the total miles traveled by all pupil transportation fleet vehicles used in providing pupil transportation to instructional sites.

Line 30. Total Riders Per the Count Week (as defined in rules R388.373 and R388.374)

Include the number of riders averaged over the five (5) day count week for special education. These are pupils who have current individualized educational committee reports requiring specialized transportation services as of that count period and who ride a specialized transportation vehicle. (Any special education pupil who rides on a regular education vehicle can only be counted as a regular education pupil and

included in column 2.) For regular education, the count of pupils transported is based upon the head count on the count date for all pupils transported to school or programs in other facilities during the day, except on field trips.

Line 31. Total Fuel Consumed (in gallons)

Include the total number of gallons of gasoline, diesel fuel or liquid petroleum gas used by the pupil transportation fleet vehicles for providing pupil transportation.

Line 32. Miles Per Gallon

This is the total annual miles (line 29) divided by the total fuel consumed in gallons (line 31). If the district's fleet fuel economy is greater than twenty-five (25) miles per gallon, the district may be asked to document the report.

**SPECIAL INSTRUCTIONS FOR COMPLETING
COLUMNS 5 AND 6 OF THE SE-4094
FOR SECTION 53a TRANSPORTATION SERVICES**

1. Reimbursement for specialized transportation services for Section 53a pupils is paid under Section 53a of the State School Aid Act. Only services for the following pupils qualify:

- Pupils assigned to a district or immediate district (ISD) through the community placement programs of the courts or a state agency, if the pupil was a resident of another ISD at the time the pupil came under the jurisdiction of the court or a state agency.
- Pupils who are residents of institutions operated by the Department of Community Health (DCH).
- Pupils who are former residents of DCH institutions for the developmentally disabled who are placed in community settings other than the pupil's home.
- Pupils placed in a district by a parent for the purpose of seeking a suitable home, if the parent does not reside in the same ISD as the district in which the pupil is placed.

Complete columns 5 and 6 only if your district was providing specialized transportation services to any of the above pupils **as of the transportation count week during October 2004. The district will be required to submit the names of pupils and bus numbers to substantiate the above claim (see page 10).**

2. Districts providing specialized transportation services to eligible Section 53a pupils may charge prorated transportation expenditures to Section 53a. Section 53a(2) of the State School Aid Act indicates "Only those costs that are clearly and directly attributable to educational programs for pupils described in subsection (1), and that would not have been incurred if the pupils were not being educated in a district or intermediate district, are reimbursable under this section." Administrative costs related to operating special education transportation services including costs related to transportation supervisors and clerical staff, the cost of operating the bus garage, and other administrative costs normally incurred by the district **are not** chargeable to Section 53a. Costs that can be reimbursed by federal funds are not to be charged to Section 53a.

- a. The following lines and costs are **ineligible** to be prorated to Section 53a:

- Line 1 – Salaries – Supervision
- Line 3 – Salaries – Secretarial/Clerical
- Line 5 – Salaries – Other Support
- Line 9 – Purchased Services – Telephone/Postage
- Line 10 – Purchased Services – Other Utilities
- Line 11 – Purchased Services – Other Non-Vehicle Purchased Services

- Line 16 – Purchased Services – Pupil Transportation Fleet Insurance (see page 9, direct charges only)
Vehicles must have prior approval from the Department
- Line 18 – Purchased Services – Other Vehicle Related Costs
- Line 23 – Supplies – Other Supplies/Repair Parts
- Line 24 – Supplies – Office Supplies
- Line 27 – Bus Amortization (see page 9, direct charges only)
Vehicles must have prior approval from the Department

Costs on the lines above should all be included in column 4, Special Education-Section 52. Costs on line 4 for transportation aides are included under Section 53a only if the district has received prior departmental approval for a Section 53a transportation aide assigned to a specific Section 53a eligible rider.

- b. Section 53a costs for lines 2, 7, 8, 13-15, 20-22 are prorated one of the following two ways:

1. Direct Cost

Districts contracting for specialized transportation services with third parties or private carriers can only charge the actual contracted expense to Section 53a. This method applies to lines 14, 15, 17 and 18. The district is required to supply the name of the approved Section 53a rider.

Line 15 and line 26 are for direct charges for Section 53a Department approved vehicles only. The amount of insurance charged for the approved vehicle is a direct charge. The amortization amount is for Section 53a approved vehicles and is found on the SE-4107. Vehicles coded as Section 53a vehicles, must have prior departmental approval to be charged as Section 53a on the SE-4107 School Bus Inventory Report.

2. Percent of Ridership

Under this method the district will take the total number of Section 53a pupils riding specialized transportation vehicles divided by the total number of special education pupils riding specialized transportation vehicles to determine the percentage of costs attributable to Section 53a. The district will then apply this percentage to lines 2, 7, 8, 13 and 20-22.

If districts are operating buses which serve more than 50% Section 53a pupils and do not feel the above method reflects the true cost of transporting Section 53a pupils, they should contact the Office of Special Education and Early Intervention Services at (517) 241-4517 for assistance.

3. Section 53a transportation is reimbursed from the SE-4096 Special Education Actual Cost Report. The amount reported on line 28, column 6 will be carried over to page 3 for Section 53a expenditures, line 43 of that report.

Section 53a Ridership Verification for 2004-05

District: _____ Code No.: _____

I. Section 53a Riders

To claim Section 53a transportation costs on both the SE-4094 Transportation Expenditure Report and the SE-4096 Special Education Actual Cost Report, list the names of the pupils claimed as Section 53a riders as of the October 2004 Pupil Count Week. **List the bus number of the vehicle ridden by each pupil from the SE-4107, School Bus Inventory Report.** This must match the number of riders claimed on page 2, line 30, column 6 of the SE-4094 Transportation Expenditure Report.

2004-05 Riders

Bus # Ridden

TRANSPORTATION ALLOWABLE EXPENDITURES for 2004-05 and 2005-06

The following is a list of items approved to be included as direct costs on the SE-4094 Transportation Expenditure Report. A district must have prior written approval from the Office of Special Education and Early Intervention Services, Michigan Department of Education, to charge costs not included on this list.

Services purchased from another Michigan public school district or intermediate school district are not eligible to be included in this report.

Account Codes

Function Object

1000 – Salaries

1160 – Supervisor – salary paid for performing duties as a supervisor, not to include the salary of the superintendent acting as supervisor of transportation

1170 – Program/Department Direction

1610 – Bus driver

1000 – Salaries Support

1550 – Mechanic (other operation/service) – involved in working on and maintaining vehicles involved in transporting pupils to and from school and school related events

1620 – Secretary, clerical, dispatcher

1630 – Aides – bus attendants on vehicles transporting pupils to and from school, not to include bus loading aides

1640 – Custodial/Maintenance as garage employees

1660 – Security guards as garage employees

1670 – Garage employees

1860 – Substitute bus driver, secretary, mechanic

2000 – Employee Benefits (note: all other 2000 series are not eligible)

2100 – Insurance; to include individual life, disability, health, dental, vision, etc.

2410 – Physicals for bus drivers

2800 – Retirement, social security, medicaid and other employee benefits in the 2800 series

2920 – Cash Payments in lieu of benefits in the 2100 series

<i>Function Code</i>	<i>Object Code</i>
--------------------------	------------------------

3000-4000 – Purchased Services – Vehicle Related Costs (a written agreement or contract should be in effect between the district and vendor for the provision of all purchased services). **Do not include services purchased from another Michigan public school district.**

- 3190 – Contracted mechanic or garage employee (Line 18)
- 3310 – Common Carrier – (contract carrier) – amount paid to an organization offering its services to the general public to provide motor vehicle transportation of pupils for compensation over irregular routes. Include payments to public transit agencies (authorities), private third party vendors or taxi cab companies for pupil transportation services. Vehicles used are “non-black and yellow” vehicles.
- 3320 – Paid to Pupils – payment to a pupil providing his or her own transportation to and from an instructional program site. Also includes the cost of passes for pupils to ride public transit buses. Do not include payments to and from a school related event.
- 3330 – Private Auto – payment to an individual, other than a pupil, to provide pupil transportation services to and from an instructional site. Do not include payments to or from a school related event.
- 3930 – Fleet Insurance – amount paid for pupil transportation fleet insurance for vehicles used to transport pupils to school and school related events. Prorate premiums for vehicles not used exclusively by the transportation department. Report insurance for eligible vehicles as listed on the SE-4107 School Bus Inventory.
- 4130 – Vehicle Maintenance and Repair – cost of maintenance and repair of pupil transportation vehicles at a private garage or body shop. Also includes bus lettering by a contractor.
- 4220 – Equipment Leasing – leasing of two-way radios used pupil transportation vehicles, bus garage alarm system, xerox copier (prorated for transportation costs).
- 4230 – Rental of Buses – not to include maintenance, repairs, gasoline, oil, insurance, etc. All contracted black and yellow buses must be listed on the SE-4107 School Bus Inventory to be eligible to report costs.

3000-4000 – Non-Vehicle Related Costs (a written agreement or contracts should be in effect between the district and vendor for the provision of all purchased services). **Do not include services purchased from another Michigan public school district.**

- 3130 – Aides – bus attendants on vehicles transporting pupils to and from school, **not** to include bus loading aides (Line 11)

<i>Function Code</i>	<i>Object Code</i>
	3160 – Data Processing – for routing approved by the ISD (Line 11)
	3190 – Contracted secretarial, clerical or dispatcher (Line 11)
	3210 – Local Travel – mileage costs for supervisors, mechanics, drivers and clericals in performance of their duties or for instructional purposes (Line 8)
	3220 – Workshops/Conferences – inservice training or conferences to assist staff in performing duties more efficiently (i.e.; MAPT or NAPT conferences). Also includes meals, tuition for training programs and meals of bus drivers while on field trips. (Line 8)
	3410 – Telephone – amount paid exclusively for the pupil transportation department's telephone service. Do not prorate the district's total telephone costs to this line. (Line 9)
	3430 – Postage – amount paid for the pupil transportation department's postage (Line 9)
	3510 – Advertising – recruitment advertisements for the pupil transportation staff (Line 11)
	3610 – Maps – printing, binding and computer generated (Line 11)
	3830 – Water/Sewage – amount paid exclusively for the transportation department's waste and trash disposal. Do not prorate the district's total water/sewage costs to this line. (Line 10)
	3840 – Waste/Trash Disposal – amount paid exclusively for the transportation department's waste and trash disposal. Do not prorate the district's total waste and trash disposal costs to this line. (Line 10)
	3890 – Electricity – amount paid exclusively for the transportation department's electricity. Do not prorate the district's total electricity costs to this line. (Line 10)
	4110 – Building Repairs – include repairs to the garage and to the bus parking lots. Do not include improvements or additions to the garage building or parking lots. (Line 11)
	4120 – Equipment Repairs – include repairs for gas pumps, water pumps, the servicing of time clocks, furnace repair or replacing the garage door (Line 11)
	4290 – Rental of inservice films (Line 11)

*Function
Code* *Object
Code*

4910 – Other purchased services to include snow plowing of the bus parking lot, washing and cleaning of buses by private contractors, laundry charges for mechanic uniforms, shop towels, and pest control for garage or buses (Line 11)

5000 – Supplies/Materials

5500 – Heating Fuel – amount paid exclusively for the transportation department's heating fuel. Do not prorate the district's total heating costs to this line. (Line 10)

5710 – Gasoline/Oil/Grease – used only for pupil transportation fleet vehicles (Line 20/21)

5720 – Tires/Tubes/Batteries – expenditures in the maintenance of only pupil transportation fleet vehicles (Line 22)

5730 – Vehicle Repair Parts – parts used in the maintenance of only pupil transportation vehicles (Line 23)

5790 – Other Supplies – such as anti-freeze, deicers, cleaning materials for buses, custodial supplies, electrical cords, fire extinguishers, first aid supplies, repair parts for garage equipment, signal flags, small tools, etc. (Line 23)

5910 – Office Supplies – used only to support the operation of the pupil transportation office functions (Line 24)

7000 – Other Expense

7410 – Expenditures to include tickets for ferries, toll road fees, drivers licenses, license fees to operate two-way radios, gasoline credit card fees, exam fee, bus driver awards, driver safety programs. (Line 26)

MICHIGAN DEPARTMENT OF COMMUNITY HEALTH
School Based Services Draft Fee-for-Service Reimbursement Methodology

EXCERPTS FROM DECEMBER 1, 2005 TECHNICAL MANUAL
FOR SUBMISSION OF SPECIAL EDUCATION STUDENT AND PERSONNEL DATA COUNTS

Pages 1 thru 5 and 68 thru 71



December 1, 2005 Technical Manual for Submission of Special Education Student and Personnel Data Counts



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For further information or inquiries about this project, contact the Michigan Department of Education, Office of Special Education and Early Intervention Services, P.O. Box 30008, Lansing, Michigan 48909.

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General Instructions

Michigan Department of Education

Office of Special Education and Early Interventions Services

P.O. Box 30008

Lansing, Michigan 48909

SE-4568: General Instructions for the

December 1, 2005

Special Education Student and Personnel Counts

Authority:	P.L. 108-446, Individuals with Disabilities Education Improvement Act (IDEIA 2004).
Completion:	Required. Funding will not be considered if this count is not completed and submitted to this department.
Contacts:	Dr. James R. Nuttall (nuttallj@michigan.gov), phone: (517) 335-0454 Office of Special Education and Early Intervention Services.
Technical Assistance: and Support	Interagency Information Systems contacts: Norma Hackett (nhackett@mi-iis.com), phone: (866) 731-2379 or (269) 489-5255; Mary Schrader (msodutch@aol.com), phone: (269) 496-5885; or Allan Knapp (akzoom@aol.com), phone (517) 485-8181.

Purpose of this manual

This document provides instructions for completing the December 1, 2005, special education student and personnel counts, as required by the Individuals with Disabilities Education Improvement Act of 2004 (IDEIA 2004). All data collected on the active student database, exited student database, and the personnel database are necessary to insure over 100 million dollars in special education funding for the State of Michigan. The completion of this count is a major priority of the Office of Special Education and Early Intervention Services. Your cooperation with the completion of these counts is greatly appreciated.

Completing the Count

On December 1, 2005, districts operating special education programs are required to complete a count of:

- (1) students currently enrolled in special education,
- (2) students who have exited special education within the last twelve months, and
- (3) currently employed special education personnel.

Data must be transmitted to the Michigan Department of Education over the internet via the Michigan Compliance Information System (MI-CIS) website (www.micis.org). Requirements for data format and data transmission are outlined in this *Technical Manual*. Data will be error checked at the MI-CIS website; there will be a test version of the submission program available for the December 2005 submission through the MI-CIS Pilot Site (www.micis.org), on or about October 1, 2005. ***Data must be error free before the data will be accepted.***

Field 43: Support Services

Change from 2004 count:	2004 Field 14: Support Services, definition changes for codes 480, 490, and 493
Field specification:	Three-character code, five occurrences separated into five, three-byte sectors, padded with blanks, <i>elective</i> *
Record position/type: <i>(for short format)</i>	248-262, integer
SRSD record position/type:	394-408, integer
Code/format:	Support services received by a student with disabilities (NNNNNNNNNNNNNNNN)
	200 Teacher Consultant (T.C.) Autistic Impaired
	210 T.C. Mentally Impaired
	220 T.C. Emotionally Impaired
	230 T.C. Learning Disabled
	240 T.C. Hearing Impaired
	250 T.C. Visually Impaired
	260 T.C. Physically & Otherwise Health Impaired
	280 Homebound/Hospitalized
	290 Speech and Language Impaired
	291 Adaptive Physical Education
	310 School Social Worker
	320 School Psychologist
	360 Occupational Therapy
	370 Physical Therapy
	383 Music Therapy
	390 Art Therapy
	400 Audiological Services
	406 Interpreter for the Deaf
	410 Recreation Service
	440 Special Transportation
	450 School Health Services
	460 Rehabilitation Counseling
	470 Orientation & Mobility Services
	480 Worksite Based Learning
	490 Community Training/Vocational Educational (General Education)
	491 Special Needs (Adapted Vocational Education)
	492 Individual Vocational Education
	493 Community Training/Vocational Education (Special Education)

Programming edits: * A student must have at least one program code in Field 42: Program Services or support service code Field 43: Support Services if a Field 36: Primary Disability code exists. *Fatal errors* occurs if program **and** support service fields are blank.

Fatal errors occur when Field 36: Primary Disability contains a valid value, or when both Field 42: Program Service Code (including Membership) and Field 43: Support Services are blank.

If Field 29: Program Eligibility/Participation is reported in the second position (Special Education), and if Field 44: Primary Educational Setting equals "05" (Correction, Juvenile Detention or other Facilities for Adjudicated Youth), then this field may be left blank.

Message: Both codes in Fields 42: Program Service Code (including Membership) and Field 43: Support Services are blank. A special education student must receive at least one of the listed programs or services.

Warning (none)

Definition: Support services for special education students are numbered "200" to "480". *The primary service must be listed first.* Be sure to use these codes for special education students. To be counted as a special education service, a service must be part of the evaluation or re-evaluation process or included as services to be delivered as part of the student's IEP. It is important to put the primary service first and then consecutively fill in the following support service fields. If a student receives more than five of the above services, specify the five that occur most frequently.

- 200-260 Teacher Consultant Services. See rule R300.1749.
- 280 Homebound/Hospitalized
- 290 Speech- and Language -Impaired Instructional Services. See rule R340.1745.
- 291 Adaptive Physical Education. Instruction in physical education to special education pupils whose disability/ies precludes integration into regular physical education classes.
- 310 School Social Work Services. See rules R340.1011–R340.1018. To be counted as a special service, the social work service must be listed as a service on the student's IEP.
- 320 School Psychological Services. See rules R340.1151–R340.1158. To be counted as a special education service, school psychological services must be listed as a service on the student's IEP.
- 360 Occupational Therapy. Occupational therapy deals with improving, developing, or restoring functions impaired or lost through illness, injury, or deprivation; improving ability to perform tasks for independent functioning when functions are impaired or lost; and preventing, through early intervention, initial or further impairment or loss of function.
- 370 Physical Therapy. Physical therapy is defined in the Michigan Public Health code under Section 17801. Services are provided by a licensed physical therapist.
- 383 Music Therapy. Music therapy activities are provided to special education students by a certified music therapist.

- 390 Art Therapy. Art therapy activities are provided to special education students by a certified art therapist.
- 400 Audiological Services. Audiological services are services provided by an audiologist to identify students with hearing loss and provide rehabilitation and counseling concerning hearing loss.
- 406 Interpreter for the Deaf. Services provided by a qualified interpreter who assists the hearing impaired student and school personnel with communication.
- 410 Recreation Services. Recreation services are the assessment of a handicapped student's leisure functioning,; providing therapeutic recreation services,; or participation in a recreation program in a school designed specifically for handicapped students,; or providing leisure education.
- 440 Special Transportation. Special transportation must be provided in an approved school vehicle in a regular seat, wheelchair, or an approved baby seat. This specifically excludes students who need ambulance service, a medical attendant, or other care outside the responsibility of the schools.
- 450 School Health Services. School health services must be provided by a qualified school nurse or other qualified person. To be counted as a special education service, the school nurse must be working solely with special education students or the service should be indicated in the student's IEP.
- 460 Rehabilitation Counseling Services. The student receives counseling services provided by a qualified rehabilitation counseling professional. Such services are intended to explore the effect of the student's disability on employment and other post-school activities which include vocational programs funded by Michigan Rehabilitation Services or the Michigan Commission for the Blind.
- 470 Orientation and Mobility Services. Orientation and mobility instruction for the visually impaired must be provided by an approved orientation and mobility instructor.
- 480 Worksite-based Learning. Worksite-based learning means transition services, such as Study. Work study means on-the-job training, related counseling and follow-up services. A written agreement plan is required as specified in R340.1733(i).
- 490 Community Training/Vocational Education (General Education). Students who receive vocational training in a community setting or individual vocational training program at a work site with non-handicapped peers.
- 491 Special Needs. Alteration of a vocational education program is being provided by general education to accommodate different needs of the handicapped student.

- 492 Individual Vocational Education. Training programs designed to fit the handicapped student's special interests that are generally not available in a general- education vocational program.
- 493 Community Training/Vocational Education (Special Education). Students who receive vocational training in a community setting or individual vocational training program at a work site primarily with handicapped peers.

Common entry errors: Program service codes placed in this field. The data should not be lower than 200 nor greater than 480.

Appendix – Definitions of Account Codes
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Appendix – Definitions of Account Codes

INTRODUCTION

The purpose of this section is to provide the reader with an overview of the recommended coding structure to be used by Michigan public school districts in coding and reporting financial accounting transactions.

The coding structure is consistent with “Financial Accounting for Local and State School Systems,” published by the National Center for Education Statistics, July 1990. Recommendations made in this section are necessary to satisfy state and federal reporting requirements. The public school district’s accounting system should accommodate all financial planning, budgeting, evaluating, reporting, and analysis functions of the district.

Definitions

Dimension - Block of related digits.

Fund - An independent fiscal and accounting entity, preferably with a self-balancing set of accounts, with its own assets, liabilities, resources, and fund balances which are segregated for the purpose of carrying on specific activities in accordance with special regulations, restrictions, or limitations (two positions).

Transaction Code - A code used to identify whether an accounting entry is balance sheet, revenue, or expenditure (one position).

Major Class - The basic account identifier for recording transactions involving assets, liabilities, fund balance and revenues (three positions).

Suffix - The code used to further define/distinguish between revenue sources (four positions).

Function - The basic account identifier for expenditures. It describes the activity for which a service or material is acquired. The basic functional categories operated by most districts are instruction, pupil support, instructional staff support, general administration, business services, operations and maintenance, transportation, central services, community services, and facilities acquisition.

Object - The code used to describe the service or commodity obtained as the result of a specific expenditure. The broad object code categories include salaries, benefits, purchased services, supplies/materials, and capital outlay.

Program - The code used to describe a plan of activities and procedures designed to accomplish predetermined objective or set of allied objectives (three positions).

State Code - The code used to identify various grant programs (four positions). Fourth position may be used at district’s discretion.

Facility/School - The state assigned code used to designate a district building or administrative unit. (five positions).

Other - A dimension available to further define a school district's activities; i.e., subject matter, special cost center, etc. (four positions).

Appendix – Definitions of Account Codes

CODING STRUCTURE

BALANCE SHEET

Fund	Transaction Code	Major Class	Suffix	Not Used
X X	X	X X X	X X X X	XX X X - X X X X - X X X X - X X X X

REVENUES

Fund	Transaction Code	Major Class	Suffix	Not Used
X X	X	X X X	X X X X	XX X X - X X X X - X X X X - X X X X

EXPENDITURES

Fund	Transaction Code	Function Code	Object	Program	State Code	Facility/ School	Other
X X	X	X X X	X X X X	X X X	X X X X	X X X X X	X X X X

Appendix – Definitions of Account Codes – Balance Sheet Major Class

Account Code	Fund Type	Fund Name
11	General Fund (1)	General Fund
21	Special Revenue (2)	Athletic Fund
22	Special Revenue (2)	* Special Education Fund
23	Special Revenue (2)	Community Service Fund
24	Special Revenue (2)	Bookstore Fund
25	Special Revenue (2)	School Lunch Fund
26	Special Revenue (2)	* Vocational Education Fund
27	Special Revenue (2)	* Cooperative Education Fund
28	Special Revenue (2)	Private Purpose Trust Fund
31 - 39	Debt Service Funds (3)	Debt Service Funds
41 - 49	Capital Projects Fund (4)	Capital Projects Funds
51 - 59	Trust Funds (5)	Trust Funds
61 - 69	Agency Funds (6)	Agency Funds
71 - 79	Enterprise (7)	Enterprise
81 - 89	Internal Service (8)	Internal Service
91 - 99	District Wide Reporting (9)	District Wide Reporting
91	District Wide Reporting (9)	Capital Asset Accounts
92	District Wide Reporting (9)	Long Term Liability Accounts

* These funds may only be used by intermediate school district and center programs.

See Section II B.02 for a description of fund types.

TRANSACTION CODES

Account Code	Transaction
0	Revenue Accounts
1	Expenditure Accounts
2	Balance Sheet Accounts

Appendix – Definitions of Account Codes – Balance Sheet Major Class

Major Class Code	Allowable Funds	Account Name/Description
100		Cash Accounts
101	11, 2x, 3x, 4x, 5x, 6x, 7x, 8x	Cash - Currency, coin, checks, postal and express money orders, and banker's drafts on hand, or on deposit, with an official or agent designated as custodian of cash and bank deposits.
102	11, 2x, 3x, 4x, 5x, 7x, 8x	Petty Cash - A sum of money set aside for the purpose of paying small obligations for which the issuance of a formal voucher and check would be too expensive and time consuming.
103	11, 2x, 3x, 4x, 5x, 7x, 8x	Cash Change Funds - A sum of money set aside for the purpose of providing cash register change.
110		Taxes Receivable
111	11, 2x, 3x, 4x, 7x	Taxes Receivable - The uncollected portion of taxes that a school system or governmental unit has levied and which has become due, including any interest or penalties which may be accrued. Subsidiary accounts may be maintained on the basis of tax roll year and/or current and delinquent taxes.
112	11, 2x, 3x, 4x, 7x	Allowance for Uncollectible Taxes (Credit) The portion of taxes receivable estimated not to be collected. The account is shown on the balance sheet as a deduction from the taxes receivable account to arrive at net taxes receivable.
120		Accounts Receivable
121	11, 2x, 3x, 4x, 5x, 7x, 8x	Accounts Receivable - Amounts owing an open account from private persons, firms, or corporations for goods and services furnished by a school system (but not including amounts due from other funds or from other governmental units). Although taxes receivable are covered by this term, they should be recorded and reported separately in the Taxes Receivable accounts.
130		Due From Other Funds
131	11, 2x, 3x, 4x, 5x, 6x, 7x, 8x	Due From Other Funds - An asset account used to indicate amounts owed to a particular fund by another fund in the same school system for goods sold or services rendered.
140		Due From Other Governmental Units
141	11, 2x, 3x, 4x, 5x, 7x, 8x	Due From Other Governmental Units - Amounts due to the reporting governmental unit from another governmental unit. These amounts may represent grants-in-aid, and charges for services rendered by the reporting unit for another governmental unit.
160		Interest Receivable on Investments and Deposits
161	11, 2x, 3x, 4x, 5x, 6x, 7x, 8x	Interest Receivable on Investments and Deposits - The amount of interest receivable on investments or deposits.

Appendix – Definitions of Account Codes – Balance Sheet Major Class

Major Class Code	Allowable Funds	Account Name/Description
170		Inventory - The cost of supplies and equipment on hand not yet distributed to requisitioning units.
171	11, 2x, 5x, 7x, 8x	Inventory Supplies - The cost of supplies on hand not yet distributed to requisitioning units.
172	11, 2x, 5x, 7x, 8x	Inventory Merchandise for Resale - The value of goods held by a school district for resale rather than for use in its own operations.
173	11, 2x, 5x, 7x, 8x	Inventory Food Purchased - The cost of food held by a school district.
180		Investments
181	11, 2x, 3x, 4x, 5x, 6x, 7x, 8x	Investments - All securities and paper held for the production of income in the form of interest, dividends, rentals, or lease payments including certificates of deposit, savings deposit receipts, and real estate. The account does not include fixed assets or real estate acquired by the school system for operation. Subsidiary accounts for each category of investments may be maintained.
190		Other Current Assets
191	11, 2x, 3x, 4x, 5x, 7x, 8x	Deposits - Funds deposited by the school system as a prerequisite to receiving services and/or goods. Included in this account are deposits for rentals and returnable containers.
192	11, 2x, 3x, 4x, 5x, 7x, 8x	Prepaid/Deferred Expenditures - Expenditures entered in the accounts for benefits not yet received. Prepaid expenditures differ from deferred charges in that they are spread over a shorter period of time than deferred charges and are regularly recurring costs of operations. Examples of prepaid expenditures are prepaid rent, prepaid interest, and unexpired insurance premiums. An example of a deferred charge is unamortized discounts on bonds sold.
193	7x, 92	Capitalized Bond and Other Debt Issuance Costs- Represents certain bond and other debt issuance costs, including lease-purchase debt issuance costs, that are capitalized for the purpose of accounting for the cost/valuation basis of capital assets.
194	7x, 92	Premium/Discount on Issuance of Bonds- Represents amounts to be amortized as debt premium in connection with the issuance of bonds.
199	11, 2x, 3x, 4x, 5x, 6x, 7x, 8x	Other Current Assets - Assets other than those defined above.

Appendix – Definitions of Account Codes – Balance Sheet Major Class

Major Class Code	Allowable Funds	Account Name/Description
200		Fixed Assets - Those assets which the LEA intends to hold or continue in use over a long period of time.
210		Land
211	7x, 8x, 91	Land - A fixed asset account used to record the acquisition value of land owned by a school system. It includes the purchase price along with legal fees, filling and excavation costs, and other associated improvement costs incurred to prepare the land for its intended use. If land is acquired by gift, the account reflects its appraised value at time of acquisition.
220		Buildings and Additions
221	7x, 8x, 91	Buildings - A fixed asset account used to record the initial acquisition value of permanent structures used to house persons and property owned by the school system. It includes the purchase or contract price of all permanent buildings and fixtures attached to and forming a permanent part of such buildings. If buildings are acquired by gift, the account reflects their appraised value at time of acquisition.
222	7x, 8x, 91	Building Accumulated Depreciation
223	7x, 8x, 91	Additions to Buildings - A fixed asset account used to record the addition to the acquisition value of permanent structures used to house persons and property owned by the school system. It includes the purchase or contract price of all permanent buildings and fixtures attached to and forming a permanent part of such buildings. If buildings are acquired by gift, the account reflects their appraised value at time of acquisition.
224	7x, 8x, 91	Additions to Buildings - Accumulated Depreciation
230		Site Improvements
231	7x, 8x, 91	Site Improvements - An account used to record the acquisition value of permanent improvements, other than buildings, which add value to land. Examples include: fences, retaining walls, sidewalks, pavements, gutter, tunnels, and bridges. If the improvements are purchased or constructed, this account contains the purchase or contract price. If improvements are obtained by gift, it reflects the appraised value at time of acquisition.
232	7x, 8x, 91	Site Improvement Accumulated Depreciation

Appendix – Definitions of Account Codes – Balance Sheet Major Class

Major Class Code	Allowable Funds	Account Name/Description
240		Equipment and Furniture
241	7x, 8x, 91	Equipment and Furniture - An account used to record the purchase price of tangible property of a more or less permanent nature, other than land, buildings, or improvements thereto, which is useful in carrying on operations. Examples are machinery, tools, furniture and furnishings.
242	7x, 8x, 91	Equipment and Furniture Accumulated Depreciation
250		Vehicles Other than Buses
251	7x, 8x, 91	Vehicles Other than Buses - An account used to record the purchase price or cost of vehicles other than school buses.
252	7x, 8x, 91	Vehicles Other than Buses Accumulated Depreciation
260		School Buses
261	7x, 8x, 91	School Buses - An account used to record the purchase price of school buses. School buses are shown at their original cost, including the cost of mobile radio equipment if purchased when the bus was placed in service.
262	7x, 8x, 91	School Bus Accumulated Depreciation
270		Educational Media and Textbooks
271	7x, 8x, 91	Educational Media and Textbooks - An account used to record the purchase price of educational media and textbooks used for the initial furnishing of a newly constructed building. These include books outside the educational media center if they are capitalized and any appreciable accession involving an expansion of the educational media center.
272	7x, 8x, 91	Educational Media and Textbook Accumulated Depreciation
280		Construction in Process
281	7x, 8x, 91	Construction in Process
290		Other Capital Assets – Examples include Works of Art and Historical Treasures
291	7x, 8x, 91	Other Capital Assets
292	7x, 8x, 91	Other Capital Asset Accumulated Depreciation

Appendix – Definitions of Account Codes – Balance Sheet Major Class

Major Class Code	Allowable Funds	Account Name/Description
300		Budgeting and Other Debits - Items that normally have debit balances and have offsetting accounts in the 600 series of accounts.
301	11, 2x, 3x, 4x, 5x, 7x, 8x	Estimated Revenues - The amount of revenues estimated to be received or to become receivable during the fiscal period. At the end of the fiscal period, the account is closed out and does not appear in a balance sheet prepared at the close of the fiscal period.
302	11, 2x, 3x, 4x, 5x, 7x, 8x	Revenues (Credit) - The increase in ownership equity during a designated period of time. The account appears only in a balance sheet prepared during the fiscal period.
304	92	Amount to be Provided for Payment of Long-term Debt - An account used to offset the amount of Long-term debt liability recorded in the Long-Term Debt Liability Accounts.

Appendix – Definitions of Account Codes – Balance Sheet Major Class

Major Class Code	Allowable Funds	Account Name/Description
400		Current Payables - Those debts the school system expects to pay within a short period of time, usually within a year.
401	11, 2x, 3x, 4x, 5x, 6x, 7x, 8x	Control Payable - to be used for recording non-routine journal entries that usually occur at the end of accounting periods.
402	11, 2x, 3x, 4x, 5x, 7x, 8x	Accounts Payable - Liabilities on open account or evidences by vouchers owing to private persons, firms or corporations for goods and services received by a school system (but not including amounts due to other funds of the same school system or to other governmental units).
403	11, 2x, 3x, 4x, 5x, 7x, 8x	Judgments Payable - Amounts due to be paid by a school system as the result of court decisions, including condemnation awards in payment for private property taken for public use.
404	11, 2x, 3x, 4x, 5x, 7x, 8x	Contracts Payable - Amounts due on contract for assets, goods, and services received by a school system.
405	1x, 4x	Construction Contracts Payable - Amounts due by a school system on contracts for construction of buildings, structure, and other improvements.
406	1x, 4x	Construction Contracts Payable/Retained Percentage - Liabilities resulting from construction contracts. Includes that portion of the work completed but on which part of the liability has not been paid pending final inspection or the lapse of a specified time period or both. The unpaid amount is usually a stated percentage of the contract price.
407	11, 2x, 3x, 4x	Tax Anticipation Notes and Loans Payable - The principal amount of notes issued in anticipation of revenue from local, state, and other sources. This account is credited with the amount of revenue anticipation notes issued, and debited with the amount of principal repaid. Interest payments on short-term notes outstanding are <u>not</u> charged to this account.
410		Due to Other Funds
411	11, 2x, 3x, 4x, 5x, 6x, 7x, 8x	Due to Other Funds - A liability account used to indicate amounts owed by a particular fund to another fund in the same school system for goods and services rendered. It is recommended that separate accounts be maintained for each interfund receivable.
420		Due to Other Governmental Units
421	11, 2x, 3x, 4x, 5x, 7x, 8x	Due to Other Governmental Units - Amounts owed by the reporting school system to another governmental unit.
422	11	Due to State of Michigan – TIF

Appendix – Definitions of Account Codes – Balance Sheet Major Class

Major Class Code	Allowable Funds	Account Name/Description
430		Due to Student Activities
431	6x	Due to Student Activities - Amounts owed by the reporting school system to student organizations.
440		Current Matured Bond Liabilities
441	1x, 3x, 7x, 92	Bonds Payable - Bonds that have not reached or passed their maturity date and are due within one year or less.
442	1x, 3x, 7x, 92	Interest Payable – Interest on debt that has reached the maturity date and is due within one year or less.
443	1x, 3x, 4x	Arbitrage Rebate Payable- Liabilities Arising from arbitrage rebates to the IRS from bond financing.
444	7x, 92	Unamortized Premiums on the Issuance of Bonds – An account that represents that portion of the excess of bond proceeds over par value and that remains to be amortized over the remaining life of such bonds.
450		Payroll Deductions and Withholdings - Amounts deducted from employees salaries for withholding taxes and other purposes. Separate liability accounts may be used for each type of deduction.
451	11, 2x, 4x, 5x, 7x, 8x	Payroll Related Accrued Liabilities.
460		Accrued Expenditures
461	11, 2x, 3x, 4x, 5x, 7x, 8x	Accrued Expenditures - Expenditures incurred during the current accounting period but which are not payable until a subsequent accounting period.
462	11, 2x, 4x, 5x, 7x, 8x	Salaries Payable - Amounts due to employees for services performed for which payment has not been made.
470		Deferred Revenue
471	11, 2x, 3x, 4x, 5x, 7x, 8x	Deferred Revenue - A liability account that represents revenues collected before they become due.
490		Other Current Liabilities
491	11, 2x, 3x, 4x, 5x, 7x, 8x, 92	Other Current Liabilities - Liabilities other than those defined above.
492	7x, 92	Lease Obligation-Current Capital lease obligations due within one year.
493	7x, 92	Compensated Absence – Current Compensated Absences that will be paid within one year.

Appendix – Definitions of Account Codes – Balance Sheet Major Class

Major Class Code	Allowable Funds	Account Name/Description
500		Long-Term Liabilities - Those debts the school system expects to pay over an extended period of time, usually longer than one year.
510		Bonds Payable
511	7x, 8x, 92	Bonds Payable Term-Long Term Portion - The face value of term bonds issued and outstanding.
512	7x, 8x, 92	Bonds Payable-Serial - The face value of serial bonds issued and outstanding.
530		School Bond Loan-Payable - Long Term Portion
531	7x, 8x, 92	School Bond Loan-Payable - Long Term Portion - The face value of school bond loans issued and outstanding and the amount of interest payable.
560		Bus Loans Payable-Long Term Portion
561	7x, 8x, 92	Bus Loans Payable-Long Term Portion - The face value of the conditional sales contract amount issued to finance the purchase of school buses. Interest expenditures are normally recorded in the General Fund at the time payments are made.
570		Furniture and Equipment Loans Payable-Long Term Portion
571	7x, 8x, 92	Furniture and Equipment Loans Payable-Long Term Portion - The face value of long term notes issued to finance furniture or equipment. Interest expenditures are normally recorded in the General Fund when payments are made.
580		Compensated Absences-Long Term Portion
581	92	Compensated Absence Accounts - Long Term Portion
590		Other Loans and Liabilities - Long Term Portion
591	7x, 8x, 92	Other Loans and Liabilities - Long Term Portion
592	7x, 8x, 92	Capital Lease Obligation – Long Term Portion
593	7x, 8x, 92	Arbitrage Rebate Liability – Long Term Portion – Liabilities arising from arbitrage rebates to the IRS from bond financing.

Appendix – Definitions of Account Codes – Balance Sheet Major Class

Major Class Code	Allowable Funds	Account Name/Description
600		Budgeting Accounts and Other Credits - These accounts represent budget amounts related to expenditures and encumbrances as well as offsetting accounts that normally have credit balances.
601	11, 2x, 3x, 4x, 5x, 7x, 8x	Appropriations - This account records authorizations granted by the legislative body to make expenditures and to incur obligations for specific purposes. This account appears in a balance sheet prepared during the fiscal period. At the end of the fiscal period, the Appropriations account is closed out and does not appear in the balance sheet prepared at the close of the fiscal period.
602	11, 2x, 3x, 4x, 5x	Expenditures (Debit) - This account appears in balance sheets prepared during the fiscal period and designates the total expenditures charged against appropriations during such period. The account is shown in each balance sheet as a deduction from the Appropriations account to arrive at the unexpended balance of total appropriations.
603	11, 2x, 3x, 4x, 5x, 7x, 8x	Encumbrances (Debit) - This account designates obligations in the form of purchase orders, contracts, or salary commitments that are chargeable to an appropriation and for which a part of the appropriation is reserved. In an interim balance sheet, encumbrances are deducted along with the expenditures from the Appropriations account to arrive at the unencumbered balance of appropriations.

Appendix – Definitions of Account Codes – Balance Sheet Major Class

Major Class Code	Allowable Funds	Account Name/Description
700		Reserves and Fund Balance - These are accounts that show the excess of fund assets and resources over fund liabilities. It includes accounts that represent legal reservations and board designations.
706	11, 2x, 3x, 4x, 5x	Fund Balance-Budgeted - The difference between estimated revenue and appropriations for the current fiscal period. At the end of the fiscal period this account is closed out and does not appear in the year end balance sheet.
710		Reserves
711	11, 2x, 3x, 4x, 5x	Reserve for Encumbrances - A reserve representing the segregation of a portion of a fund balance to provide for unliquidated encumbrances. Separate accounts may be maintained for current and prior year encumbrances.
712	11, 2x, 3x, 4x, 5x	Reserve for Obligations-Federal - A reserve representing unliquidated obligations incurred by Federal programs.
713	11, 2x, 3x, 4x, 5x, 7x, 8x	Reserve for Special Purposes - A reserve that represents the segregation of a portion of a fund balance for the named special purpose. Separate accounts should be maintained for each special purpose reserve. Reserves of this nature are limited to legal reservations of fund balance. For Example: inventories, prepaid expenditures, specially designated millages, and energy conservation projects.
740		Unreserved Fund Balance
741	11, 2x, 3x, 4x, 5x, 6x	Unreserved Fund Balance - The excess of the assets of a fund over its liabilities and reserves except in the case of funds subject to budgetary accounting where, prior to the end of a fiscal period, it represents the excess of the fund's assets and estimated revenues for the period over its liabilities, reserves, and appropriations for the period.
750		Board Designations of Fund Balance
751	11, 2x, 3x, 4x, 5x	Various Board Designations of Fund Balance
760		Investments in Fixed Assets
761	91	Investment in Fixed Assets - An account in the Capital Asset "Fund." Used to represent the school system's equity in fixed assets.
770		Unreserved Retained Earnings -
771	5x, 7x, 8x	Unreserved Retained Earnings - The accumulated earning of proprietary funds that have been retained in the fund and that are not reserved for any specific purpose.
780		Contributed Capital
781	7x, 8x	Contributed Capital - An equity account used in proprietary funds showing the amount of fund capital contributed by the governmental unit from general governmental revenue and resources. Annual subsidies to cover operating deficits are not recorded here. These amounts are recorded as other sources (inter-fund transfers) and closed to the unreserved retained earnings accounts.

Appendix – Definitions of Account Codes – Revenue Major Class

Major Class Code	Allowable Funds	Account Name/Description
100		Revenue from Local Sources
110		Taxes Levied/Assessed by Public School - Compulsory charges levied by LEA to finance services performed for common benefit.
111	11, 2x, 3x, 4x	Property Tax Levy – Taxes levied for school purposes by a school system on the assessed valuation of real and personal property located within the district. Include taxes collected from both current and delinquent tax collections.
112		Local Sales and Use Tax – Taxes assessed by the LEA imposed upon the sale and consumption of goods and services. It can be imposed upon the sale and consumption either as a general tax on the retail price of all goods and/or services sold within the LEA jurisdiction with few or limited exemptions, or as a tax upon the sale or consumption of selected goods and services. Districts have no legal authority to collect.
113		Local Income Tax - Taxes assessed by LEA, and measured by net income - that is, by gross income less certain deductions permitted by law. These taxes can be levied on individuals, corporations, or unincorporated businesses where the income is taxed distinctively from individual income. Only Detroit Public Schools have legal authority to collect.
114	11, 22, 26, 3x, 4x	TIFA - Tax increment financing is allowed under three Michigan laws: The Downtown Development Authority Act, Act No. 197 of the Public Acts of 1975, being sections 125.1651 to 125.1680 of the Michigan Compiled Laws; the Tax Increment Financing Authority Act, Act No. 450 of the Public Acts of 1980, being sections 125.1801 to 125.1828 of the Michigan Compiled Laws; and the Local Development Financing Authority Act, Act No. 281 of the Public Acts of 1986, being sections 125.2151 to 125.2174 of the Michigan Compiled Laws.
119	11, 2x, 3x, 4x	Penalties and Interest on Delinquent Taxes - Amounts collected as penalties for the payment of taxes after the due date or dates, and the interest charged on delinquent taxes from the due date to the date of actual payment.
120		Appropriations Received from Local Units of Government Other Than School Districts - Revenue from the appropriation of another local governmental unit. The local school system is not the final authority, within legal limits, in determining the amount of money to be received, and the money is raised by taxes or other means that are not earmarked for school purposes.
121	11, 2x, 3x, 4x	Property taxes levied for school purposes by a local governmental unit other than the school district.
122		Other Local Units of Government Sales and Use Tax. Districts have no legal authority to collect!
123	11	Income Taxes - Taxes assessed by a local unit of government other than an LEA, measured by net income - that is, gross income less certain deductions permitted by law. Can be levied on individuals, corporations or unincorporated businesses where there is income.
124	11, 2x, 3x, 4x	Penalties and Interest on Taxes - Revenue from penalties assessed by a local unit of government other than an LEA for the payment of taxes after the due date and the interest charged on delinquent taxes from the due date of actual payment.

Appendix – Definitions of Account Codes – Revenue Major Class

Major Class Code	Allowable Funds	Account Name/Description
128	11, 2x, 3x, 4x	Revenue in Lieu of Taxes - Payment made out of general revenues by a local government unit to the LEA in lieu of taxes it would have to pay had its property or other tax base been subject to taxation by the LEA on the same basis as privately owned property. Examples: Commercial Forest, Industrial Facilities, MSHDA, Neighborhood Enterprise.
129	11, 2x, 3x, 4x	Other Taxes - Other forms of taxes by a Local government unit other than an LEA such as licenses and permits.
130		Tuition - (Fees for Instruction)
131	11, 2x, 7x	Tuition - Revenue from individuals, welfare agencies, and private sources for education services.
140		Transportation Fees
141	11, 2x, 7x	Transportation Fees - Money received for the transportation of pupils.
150		Earnings on Investments and Deposits
151	11, 2x, 3x, 4x, 5x, 7x, 8x	Earnings on Investments and Deposits - Earnings from the deposit of monies for investment purposes.
153	11, 2x, 3x, 4x, 5x, 7x, 8x	Gain or Loss on Sale of Investment
154	11, 2x, 4x, 5x	Earnings on Investment in Real Property: Revenue for rental, use charges and other income on real property held for investment purposes.

Appendix – Definitions of Account Codes – Revenue Major Class

Major Class Code	Allowable Funds	Account Name/Description
160		Food Sales - Revenue received from Food Service Activities
161	25	Food Sales to Pupils – Reimbursable -Revenue from pupils for sale of food products and services considered reimbursable by USDA.
162	25	Food Sales to Patrons –Non-Reimbursable -Revenue from patrons for sale of food products and services. Non-reimbursable by USDA
163	11, 2x	Special Milk Sales – Reimbursable -Revenue from students from sale of reimbursable milk as part of special milk program.
164	25	A-La-Carte Sales - Non-Reimbursable - Revenue from a-la-carte sales.
165	11, 2x	Catering Revenue - Non-Reimbursable - Revenue from catering activities provided by school district.
169	11, 2x	Other Food Sales – Revenue from students, adults, or organizations for the sale of food products and services considered special functions.
170		Revenue from Student Activities - Revenue resulting from co-curricular and extra-curricular activities controlled and administered by the school district.
171	11, 2x, 7x	Admissions - Revenue from the sale of tickets or other admission charges for school sponsored activities (i.e. athletic events)
172	11, 2x, 7x	Merchandise Sales - Revenue from the sale of books, magazines, and other items of general merchandise. This does not include proceeds from sale of capital assets that are recorded under major class code “593”
173	11, 2x, 7x	Dues and Fees – Revenue from clubs, classes, or other pupil groups or organizations as dues or fees for participation in the activities of the organization or group. Include locker fees, equipment fees, etc. Public libraries late fees, non-educational child care fees, and senior citizen activity fees should be recorded as Community Service Activities in major class “181” below.
179	11, 2x, 7x	Other Student Activity Income
180		Revenue from Community Service Activities - Revenue from community service activities operated by the public school.
181	11, 2x, 7x	Revenue from Community Service Activities (Examples: Latchkey Fees, Pre-school Fees charged to parents, Medicaid Fee for Service, Adult Enrichment Courses, After School Programs.)
190		Other Local Revenue
191	11, 2x, 7x	Rentals - Revenue from the rental of school property, real or personal.
192	11, 2x, 3x, 4x, 5x, 7x, 8x	Private Sources (Contributions) - Donations (monetary and in-kind) received from a philanthropic foundation, private individuals, or private organizations for which no repayment or special service to the contributor is expected. Separate accounts may be maintained for revenue unrestricted as to use and revenue that is restricted as to use.
193	7x, 8x, 91	Gains or Losses on Sale of Fixed Assets
195	7x, 8x	Revenues Received from Services Provided other public schools (Intermediate, Local or Public School Academy)
197	8x	Revenues Received from Services Provided Other Funds - Internal Service Fund Only.
199	11, 2x, 3x, 4x, 5x, 7x, 8x	Miscellaneous Local Revenues- Revenues from local sources not fitting into another local revenue classification.

Appendix – Definitions of Account Codes – Revenue Major Class

Major Class Code	Allowable Funds	Account Name/Description
200		Revenues Received through another Non-Educational Entity or Political Subdivision – Revenue (monetary and in-kind) generated by a non-educational entity or political subdivision and then distributed to the school in amounts different than were collected by the entity. For example, 2% Casino Revenues, penal fees for drunk driving and library fines collected by another governmental entity that are distributed to the school in amounts different than are collected by the collecting entity.
211	11, 2x, 3x, 4x, 5x, 7x, 8x	Unrestricted - Revenues received through another non-educational entity or political subdivision.
212	11, 2x, 3x, 4x, 5x, 7x, 8x	Restricted - Revenues received through another non-educational entity or political subdivision that must be used for specific purposes.
300		Revenue from State Sources (Monetary and In-kind)
310		Grants-In-Aid - Grants-in-aid are contributions made from State funds to a school system and are not related to specific revenue sources of the state.
311	11, 2x, 3x, 4x	Unrestricted - State Revenues received as grants by the school system that can be used for any legal purpose desired by the school system without restriction.
312	11, 2x, 3x, 4x	Restricted - State Revenues received as grants by the school system that must be used for a categorical or specific purpose. If such money is not completely used by the school system, it must usually be returned to the state.
315	11, 2x, 3x, 4x	Restricted-Received from state through another entity (sub-grantee)..
316	11, 2x, 3x, 4x	Unrestricted – Received from state through another entity (sub-grantee).
317	11, 2x, 3x, 4x	Restricted - Received from state through another Michigan public school (Intermediate, Local or Public School Academy).
318	11, 2x, 3x, 4x	Unrestricted - Received from state through another Michigan public school (Intermediate, Local or Public School Academy).
320		State Payments in Lieu of Taxes
321	11, 2x, 3x, 4x	State Payments in Lieu of Taxes - Payments made out of general revenues by the state government to the school system in lieu of taxes it would have had to pay had its property or other tax base been subject to taxation by the local school system on the same basis as privately-owned property or other tax base. It would include payment made for privately-owned property that is not subject to taxation on the same basis as other privately-owned property due to action by the state government unit.

Appendix – Definitions of Account Codes – Revenue Major Class

Major Class Code	Allowable Funds	Account Name/Description
400		Revenues from Federal Sources (Monetary and In-Kind)
410		Grant-In-Aid - Revenues received directly or through state from the Federal government.
411	11, 2x, 3x, 4x	Unrestricted Received Directly from the Federal Government - Revenues received directly from the federal government as grants to the school system and which can be used for any legal purpose desired by the school system without restriction.
412	11, 2x, 3x, 4x	Unrestricted Received from Federal Government Through the State - Revenues received from the federal government through the state as grants and which can be used for any legal purpose desired by the school system without restrictions.
413	11, 2x, 3x, 4x	Restricted Received Directly from the Federal Government - Revenues received directly from the federal government as grants to the school system and which must be used for a categorical or specific purpose. If such money is not completely used by the school system, it usually is returned to the governmental unit.
414	11, 2x, 3x, 4x	Restricted Received from Federal Government Through the State - Revenues received from the federal government through the state as grants to school system and which must be used for a categorical or specific purpose. If such money is not completely used by the school system it usually is returned to the state.
415	11, 2x, 3x, 4x	Restricted-Received from Federal Government through another governmental agency as grants that must be used for a categorical or specific purpose. (This does not include another public school, see 417 below.) If the funds are not completely used for the specified purpose, they must be returned to the governmental agency.
416	11, 2x, 3x, 4x	Unrestricted-Received from Federal Government through another governmental agency as grants that may be used for any legal purpose desired by the school without restriction. (This does not include another public school, see 418 below.)
417	11, 2x, 3x, 4x	Restricted-Received from Federal Government through another public school (Intermediate, Local, or Public School Academy) - Revenues received from the Federal Government through another public school that must be used for a categorical or specific purpose. If funds are not completely used for the grant purpose, they must be returned to the other public school.
418	11, 2x, 3x, 4x	Unrestricted-Received from Federal Government through another public school (Intermediate, Local or Public School Academy) - Revenues received from the Federal Government through another public school as grants which can be used for any legal purpose desired by the school without restriction.
419	11, 2x, 3x, 4x	Other Revenue - Federal Sources

Appendix – Definitions of Account Codes – Revenue Major Class

Major Class Code	Allowable Funds	Account Name/Description
420		Federal Payment in Lieu of Taxes
421	11, 2x, 3x, 4x	Federal Payments in Lieu of Taxes - Payments made out of general revenues by the federal government to the school system in lieu of taxes it would have had to pay had its property or other tax base been subject to taxation by the local school system on the same basis as privately-owned property or other tax base. It would include payment made for privately owned property that is not subject to taxation on the same basis as other privately owned property due to action by the federal government unit.
480		USDA Donated Commodities
481	25	United States Department of Agriculture (USDA) entitlement commodities that are awarded according to a formula and accepted by the school food authority (SFA) for the fiscal year of the school district. Modifications to the grant entitlement are recognized whenever the SFA accepts entitlement commodities offered (via distributing agency request form). Entitlement commodities are determined by the USDA and are reported in the AFood Scoop® publication of the Michigan Department of Education.
482	25	USDA <u>bonus</u> commodities received by the SFA. Bonus commodities are determined by the USDA and the value is reported in the AFood Scoop® publication of the Michigan Department of Education.
500		Incoming Transfers and Other Transactions - Cash or receivables that decreases an asset or increases a liability of another governmental unit. The most common examples are transfers from another school district or transfers from another fund. Included are other transactions that are not revenue to the school system.
510		Payments Received from Other Public Schools Within the State - Payments from school systems, generally for tuition and transportation in the state for services rendered to pupils residing in the paying school district.
511	11, 2x	Tuition payments received from Other Public Schools
512	11, 2x	Transportation payments received from Other Public Schools
513	11, 2x	County Special Education Tax received from Other Public Schools (ISDs)
514	11, 2x	Summer School Tuition received from Other Public Schools (LEAs, ISDs, PSAs)
518	11, 2x	Cooperative Education Program and Services received from Other Public Schools
519	11, 2x, 3x, 4x	Other received from Other Public Schools (LEAs, ISDs, PSAs)
520		Payments Received from Other Governmental Units Outside the State - These are conduit-type payments from school systems outside the state for services rendered to pupils residing in the paying school district.
521	11, 2x	Tuition received from Other Governmental Units Outside the State
522	11, 2x	Transportation received from Other Governmental Units Outside the State
529	11, 2x	Other received from Other Governmental Units Outside the State

Appendix – Definitions of Account Codes – Revenue Major Class

Major Class Code	Allowable Funds	Account Name/Description
540		Extra-Ordinary Revenue Items
541	11, 2x, 3x, 4x, 5x, 7x, 8x	Extra-Ordinary Insurance Reimbursements - Those that would materially alter the revenue reported in the financial statements should they be reported there.
542	11, 2x, 3x, 4x, 5x, 7x, 8x	Extra-Ordinary Capital Contributions - Those that would materially alter the revenue reported in the financial statements should they be reported there.
549	11, 2x, 3x, 4x, 5x, 7x, 8x	Extra-Ordinary Other Reimbursements - Those not included above that would materially alter the revenue reported in the financial statements should they be reported there.
550		Prior Period Adjustments
551	11, 2x, 3x, 4x, 5x, 7x, 8x	Prior Period Adjustments-Material Transactions. Amounts reported here must be reported in the audited financial statements as adjustments in the prior year fund balance with appropriate notation.
552	11, 2x, 3x, 4x, 5x, 7x, 8x	Adjustments to Prior Period Expenditure Accounts (Credit Amounts) - Non-material Transactions (For example: write-off of a non-material accounts payable or refund of prior year expenditure.)
590		Other Financing Sources - This category is used for those transactions that cannot be identified in the above classifications.
591	11, 2x, 3x, 4x, 5x, 7x, 8x	Proceeds from the Issuance of Bonds - Used to record the face amount of the bonds issued. Include bond principal and premium or discount on issuance. Short term loan/bond proceeds Should NOT be classified here. Short term debt as balance sheet item (see balance sheet code 407)
592	11, 2x, 3x, 4x, 5x, 7x, 8x	Proceeds from the Sale of Long-term Notes/Loans
593	11, 2x, 3x, 4x, 5x, 7x, 8x	Proceeds from the Sale of Capital Assets
594	11, 2x, 3x, 4x, 5x, 7x, 8x	Capital Lease Transactions
595	11, 2x, 3x, 4x, 5x, 7x, 8x	Proceeds from School Bond Loan Fund
596	11, 2x, 3x, 4x, 5x, 7x, 8x	Proceeds from Refinancing Debt
598	7x	Amortization of Premium on Issuance of Bonds
599	11, 2x, 3x, 4x, 5x, 7x, 8x	Miscellaneous Other Financing Sources - This account is to be used to record other transactions not mentioned.
600		Fund Modifications (Other Operating Transfers In) - This category represents incoming transfers from other funds within the same school district that would create a duplication of consolidated data for the school district if recorded as ordinary revenues.
601-659	11, 2x, 3x, 4x, 5x	Fund Modifications (Other Operating Transfers In) - Use “6” in the first position of the major class code, then two position fund code of fund the dollars are coming from.

Appendix – Definitions of Account Codes –Revenue Suffix

Suffix Code		Suffix Name/Description
0000		Not Applicable - See Major Class Code description
0010		State Aid Foundation - State School Aid Foundation Grants, Discretionary payments, State School Aid One-Time Grants, State School Aid Hold Harmless Payment, State School Aid Renaissance Zone
0011	Only used in 1999-2000	Special Education Foundation - State School Aid Special Education Foundation, State School Aid-Special Education 51a(13)
0020		At Risk - State School Aid-At Risk Children
0030		Adult Education - State Aid Section 107, Federal Title VI Revenues expended for CFDA 84.298.
0040		Bilingual - Bilingual Education. Funds received from programs designed for children from homes where English is not the primary language. For example: Federal CFDA 84.003c. State Bilingual Funds.
0060		Drug Free - Drug Free School Grants. For example: Federal CFDA 84.186
0070		Math/Science - Funds received from Math/Science Programs. For example: Federal Grants received under CFDA 84.281.
0080		Gifted and Talented - Funds received from programs designed for pupils identified as Gifted and Talented. For example: State School Aid-Gifted and Talented
0090		Impact Aid - Impact Aid Revenue received under CFDA 84.041
0100		Pre-School - Funds received from programs designed for children in years preceding kindergarten. For example: State School Aid-Preschool Readiness
0110		School Lunch - Funds received from School Lunch Programs. For example: School Lunch Breakfast, School Lunch Container Distribution, National School Lunch General Funds, School Lunch Supplemental State Funds, School Lunch Supplemental State Funds, School Lunch Breakfast State Match, State School Aid <i>Durant</i> School Lunch
0120		Special Education Grants - Funds received for programs Restricted Special Education Grants. For example: State School Aid-Special Ed, IDEA and Other Federal Special Ed (See Expenditures-Function 122)
0130		Staff Development – Funds received for Staff or Professional Development Programs. For example: State School Aid Professional Development, any Federal grants awarded for staff development
0140		Title I Regular - Federal Title I Revenues expended of Grant CFDA 84.009-84.013.

Appendix – Definitions of Account Codes –Revenue Suffix

Suffix Code		Suffix Name/Description
0141		Title I Carryover - Federal Title I Carryover Revenues expended of Grant CFDA 84.009-84.013.
0150		Title V Regular – Federal Title V Revenues expended for CFDA 84.298.
0151		Title V Carryover - Federal Title V Revenues expended for CFDA 84.298.
0160		Career and Technical - Funds received from Career and Technical programs. For example: State School Aid-Voc Ed Added Costs, Federal Vocational Education Grants (See Expenditures-Function 127)
0200		Summer School
0210		State Grants for Improving Teacher Quality (Title II)
0220		No Child Left Behind

Appendix – Definitions of Account Codes – Expenditure Function

Function Code	Allowable Funds	Account Name/Description
100		Instruction - Instruction includes the activities dealing directly with the teaching of pupils or the interaction between teacher and pupils. Teaching may be provided for pupils in a school classroom, in another location such as in a home or hospital, and other learning situations such as those involving co-curricular activities. It may also be provided through some other approved medium such as television, radio, telephone, and correspondence. Included here are the activities of classroom aides, teacher assistants, supplies and machines that directly aid in the instructional process. Include the work of group and class sponsors and chaperons at student activities. Include activities associated with instructional field trips.
110		Basic Program - Instructional activities including enrichment designed primarily to prepare pupils for activities as citizens, family members, and workers, as contrasted with programs designed to improve or overcome physical, mental, social and/or emotional handicaps. Includes Pre-School, Elementary, Middle-Junior High, and High School, as further defined below.
111	11, 23, 27, 7x	Elementary - Learning experiences concerned with knowledge, skills, appreciations, attitudes, and behavioral characteristics considered to be needed by all pupils in terms of their awareness of life within our culture and the world of work and which normally may be achieved during the elementary school years.
112	11, 23, 27, 7x	Middle/Junior High - Learning experiences concerned with knowledge, skills, appreciations, attitudes and behavioral characteristics considered to be needed by all pupils in terms of understanding themselves and their relationships with society and various career clusters, and which normally may be achieved during the middle and/or junior high school years.
113	11, 23, 27, 7x	High School - Learning experiences concerned with knowledge, skills, appreciations, attitudes and behavioral characteristics considered to be needed by all pupils in terms of understanding themselves and their relationships with society and various occupations and/or professions which normally may be achieved in the high school years.
118	11, 23, 27, 7x	Pre-School - Instructional activities in learning which normally may be achieved during the years immediately preceding kindergarten.
119	11, 27, 7x	Summer School - Any basic program activity offered in summer.
120		Added Needs - Instructional Classroom Activities designed for pupils added needs that are defined below. Include both regular and summer programs.
122	11, 22, 7x	Special Education - Instructional activities designed primarily to deal with pupils having impairments requiring special accommodation. The special education programs area includes Preprimary, Elementary, Middle/Junior High, and High School services for pupils with mental, emotional, hearing, visual, speech, language, physical and other impairments and learning disabilities. Homebound and hospitalized programs for pupils who are not classified as special education pupils should not be included in this account.

Appendix – Definitions of Account Codes – Expenditure Function

Function Code	Allowable Funds	Account Name/Description
125	11, 27, 7x	Compensatory Education - Instructional activities designed to improve the achievement in basic cognitive skills of pupils who have extraordinary need for assistance to improve their competence in such basic skills as State At Risk, NCLB Title I, and Bilingual.
127	11, 26, 7x	Career and Technical Education - Instructional activities which provide laboratory, simulations or instruction offered at the secondary level, based upon individually designed learning experiences in a vocational subject preparing the pupil for competencies required in a recognized occupation coded in accordance with recognized and approved Classification of Instructional Programs (CIP) codes. See the identifications found in the State Code for approved CIP codes.
130		Adult/Continuing Education - Learning experiences designed to develop knowledge and skills to meet educational objectives of adults. Programs include activities to develop the fundamental tools of learning; develop skills and appreciation for special interest; or to enrich the aesthetic qualities of life.
131	11, 7x, 27	Basic - Learning experiences concerned with the fundamental tools of learning for adults who have never attended school or who have interrupted formal schooling and need knowledge and skills to raise their level of education. It is generally considered to include grade levels one through eight. The term adult basic education is also used.
132	11, 7x, 27	Secondary - Learning experiences designed to develop the knowledge, skills, appreciation, attitudes, and behavioral characteristics considered to be needed by adults who have interrupted formal schooling. It is generally considered to include grade levels nine through twelve.
133	11, 26, 27, 7x	Secondary Vocational - Vocational learning experiences by means of laboratory, simulation or instruction offered at the secondary high school level, based upon individually designed learning experience in a vocational subject preparing the pupil for competencies required in a recognized and approved Office of Education (O.E.) code.
135	11, 26, 27, 7x	Occupational Training or Upgrading Retraining - Learning experiences concerned with the skills and knowledge required for employment in a new occupation, to extend or update competencies or preparation for employment in a new or different occupation. (Adults who are high school graduates or are not seeking a high school diploma.)

Appendix – Definitions of Account Codes – Expenditure Function

Function Code	Allowable Funds	Account Name/Description
200		Supporting Services - Supporting Services are those services which provide administrative, technical (such as guidance and health), and logistical support to facilitate and enhance instruction and to a lesser degree, community services. Supporting Services exist as adjuncts for the fulfillment of the objectives of instruction.
210		Support Services-Pupil - Consist of those activities that are designed to assess and improve the well being of pupils and to supplement the teaching process.
211	11, 22, 26, 27, 7x	Truancy/Absenteeism Services - Consist of those activities that have as their purpose the improvement of pupil attendance.
212	11, 22, 26, 27, 7x	Guidance Services - Consist of those activities of counseling with pupils and parents, providing consultation with other staff members on learning problems, evaluating the abilities of pupils, assisting pupils to make their own educational and career plans and choices, assisting pupils in personal and social development, providing referral assistance, and working with other staff members in planning and conducting guidance programs for pupils.
213	11, 21, 22, 26, 27, 7x	Health Services - Consist of physical and mental health services. Included are activities involved with providing pupils with appropriate medical, dental, nursing occupational therapy, or other health services.
214	11, 22, 26, 27, 7x	Psychological Services - Consist of those activities of administering psychological tests, interpreting the results of psychological tests, working with other staff members in planning school programs to meet the special needs of pupils as indicated by psychological tests, and planning and managing a program of psychological services including psychological counseling for the school or school system.
215	11, 22, 26, 27, 7x	Speech Pathology and Audiology Services - Consist of those activities which have as their purpose the identification, assessment, and treatment of children with impairments in speech, hearing and language.
216	11, 22, 26, 27, 7x	Social Work Services - Consist of those activities that have as their purpose the performance of school social work activities dealing with the problems of pupils that involve the home, school, and community.
217	11, 22, 26, 27, 7x	Visual Aid Services - Consist of those activities that have as their purpose the identification, assessment, and treatment of children with sight impairments.
218	11, 22, 26, 27, 7x	Teacher Consultant - Consists of those activities for special education programs and services. See MDE Administrative Rule R340.1749 for the appropriate use of special education teacher consultants.
219	11, 22, 25, 26, 27, 7x	Other Pupil Support Services - This function is assigned to expenditures involving monitoring activities, such as, lunchroom monitors, hall monitors, playground monitors and crossing guards. Bus monitors are assigned to the transportation function, 271.

Appendix – Definitions of Account Codes – Expenditure Function

Function Code	Allowable Funds	Account Name/Description
220		Support Services-Instructional Staff - Consist of activities associated with assisting the instructional staff with the content and process of providing learning experiences for pupils.
221	11, 22, 26, 27, 7x	Improvement of Instruction - Consists of those activities that are designed primarily for assisting instructional staff in planning, developing, and evaluating the process of providing challenging and natural learning experiences for pupils. These activities include curriculum development, techniques of instruction, child development and understanding, in-service training for instructional staff.
222	11, 22, 26, 27, 7x	Educational Media Services - Consist of those activities such as selecting, acquiring, preparing, cataloging, and circulating books and other printed materials; planning the use of educational media by teachers and other members of the instructional staff; and guiding instructional staff members in their use of educational media. Included here are the activities for planning the use of the educational media by pupils and instructing pupils in their use of media materials.
224	11, 22, 26, 27, 7x	Educational Television - Consists of those activities concerned with planning, programming, and writing educational programs or segments of programs for use on closed circuit or broadcast television or radio.
225	11, 22, 26, 27, 7x	Technology Assisted Instruction - Consists of those activities concerned with planning, programming, and writing educational programs or segments of programs programmed for a computer to be used as the principal medium of instruction.
226	11, 2x, 7x	Supervision and Direction of Instructional Staff - Directing and managing instructional services. Includes the activities of program coordination and program compliance monitoring. Examples: Special Education, Career Technical, and Title I directors.
227	11, 22, 26, 27	Academic Student Assessment – Services rendered for the academic assessment of pupils. Examples: Purchased academic testing services, purchased grading services, academic testing supplies.
229	11, 2x, 7x	Other Instructional Staff Services - Consist of activities other than those defined above to assist instructional staff.

Appendix – Definitions of Account Codes – Expenditure Function

Function Code	Allowable Funds	Account Name/Description
230		Support Services-General Administration - Consist of those activities concerned with establishing policy, operating schools and the school system, and providing the essential facilities and services for the staff and pupils. Also included are community relations (district wide activities and programs designed to improve school/community relations.)
231	11, 2x	Board of Education - Activities performed by the elected body that has been created according to state law and vested with responsibilities for educational activities in a school district. Includes legal, audit and election costs or fees.
232	11, 2x	Executive Administration - Those activities associated with the district-wide general or executive responsibilities, including the development and execution of school district policies through staff at all levels. Titles may include superintendent, associate or assistant superintendent, but may not be limited to such designations. These activities may be distinguished from the supervision or direction of a specific function, program or supporting service that may appropriately be charged to another specific instructional or supporting function. When the same individual directs two or more functions, the services of that individual's office may be prorated between the functions concerned. Include community relation's services (district wide activities and programs designed to improve school/community relations.)
233	11, 2x	Grant Writer/Grant Procurement - District-wide activities associated with grant writing and administrative activities necessary for meeting state and federal requirements related to grants. Examples: When a district employs a district-wide grant writer or coordinator.
240		Support Service School Administration – Consists of those activities concerned with overall administrative responsibility for a single school.
241	11, 22, 26, 27 7x	Office of the Principal – Activities performed by the principal, assistant principal and other assistants in the general supervision of all operations of the school building; evaluation of staff members of the school; supervision and maintenance of the school records are included under this function, along with clerical staff for these activities.
249	11, 22, 26, 27, 7x	Other School Administration – Other activities of school administration not defined above. Include full-time department chair persons and graduation Expenditures here.
250		Support Services Business – Activities concerned with purchasing, paying, transporting, exchanging and maintaining goods and services for the school district.
252	11, 2x, 3x, 4x, 5x, 7x, 8x	Fiscal Services – Activities concerned with the fiscal operations of the school system. This function includes budgeting, receiving and disbursing, financial accounting, payroll, purchasing, inventory control, and internal auditing.
257	11, 2x, 8x	Internal Services – Activities concerned with storing and distributing supplies, furniture, and equipment. Also include duplicating and printing services, central mail services, and costs associated with the operation of a central switchboard or receptionist.
259	11, 2x, 3x, 4x, 5x, 7x, 8x	Other Business Services - This function is assigned to those kinds of transactions that should not be identified to any of the business activities defined above. The transactions to be included are short term interest on debt, judgments, taxes, abated and written off, etc

Appendix – Definitions of Account Codes – Expenditure Function

Function Code	Allowable Funds	Account Name/Description
260		Operations and Maintenance
261	11, 2x, 4x, 5x, 7x, 8x	Operating Buildings Services – Activities concerned with keeping the physical plant open, clean, and ready for daily used. They include operating the heating, lighting, and ventilation systems, and repairing facilities/equipment. Also included are operating building leases, property and liability insurance, janitorial and ground maintenance costs. May be used in a Capital Projects fund only to extent allowed by law
266	11, 2x, 5x, 7x, 8x	Security Services – Activities concerned with maintaining order and safety in school buildings, on the grounds and in the vicinity of schools at all times. Included are police activities for school functions, traffic control on grounds and in the vicinity of schools, building alarm systems, and security guards..
270		Pupil Transportation Services.
271	11, 2x, 4x, 5x, 7x, 8x	Pupil Transportation Services – Activities concerned with the conveyance of pupils to and from school, as provided by state law. It includes trips between home and school or trips to school activities. All other direct costs related to pupil transportation should be included under this function, i.e., physical exams, uniforms, school bus driver licenses, awards, bus monitors, etc. May be used in Capital Projects Funds only to extent allowed by law..
280		Support Services-Central - Activities other than general administration that support each of the other instructional and supporting service programs.
281	11, 2x, 5x, 7x, 8x,	Planning, Research, Development, and Evaluation - Activities, on a system-wide basis, associated with conducting and managing programs of planning, research, development, and evaluation for a school system.
282	11, 2x, 5x, 7x, 8x	Communication Services - Activities concerned with writing, editing, and other preparation necessary to disseminate educational and administrative information to pupils, staff, managers or to the general public through direct mailing, the various news media, or personal contact.
283	11, 2x, 5x, 7x, 8x	Staff/Personnel Services – Activities concerned with maintaining an efficient staff for the school system. It includes such activities as recruiting and placement, staff transfers, in-service training, health services, staff accounting, and staff relations and negotiations. In-service training and professional development for non-instructional support staff should be recorded here.
284	11, 2x, 4x, 5x, 7x, 8x	Support Services Technology - Activities concerned with preparing data for storage, storing data, and retrieving them for reproduction as information for management and reporting when these services are provided by the district in its own facilities. Also include district wide activities associated with technology support.
285	11, 2x	Pupil Accounting - Consists of those activities concerned with acquiring, maintaining, and auditing records of pupil attendance, and reporting information to various oversight agencies.
289	11, 2x, 5x, 7x, 8x	Other Central Services - Central services not defined above.

Appendix – Definitions of Account Codes – Expenditure Function

Function Code	Allowable Funds	Account Name/Description
290		Support Service-Other - Activities of any supporting service or classification of services, general in nature, which cannot be classified in the preceding service areas.
291	11, 2x, 4x,5x	Pupil Activities - Consist of those activities concerned with financing the pupil organizations that are under the supervision of the school.
292	11, 2x	Bookstore Activities/Consignment Activities - Consist of those activities concerned with financing the bookstore/consignment activities that are under the supervision of the school.
293	21	Athletic Activities - Consist of those activities concerned with financing the interscholastic athletic programs that are under the supervision of the school.
294	5x	Endowment Activities - Consist of those activities concerned with the purpose of expending monies for the purpose stated in the Endowment.
295	11, 2x	Agency Activities – Support for Agency Funds
297	25	Food Services - Consist of those activities concerned with providing food to pupils and staff in a school or school system. This service includes the preparation and serving of regular and incidental meals, lunches, or snacks in connection with school activities and the delivery of food.
299	11, 2x, 4x, 5x	Other Support Services
300		Community Services - Community Services consist of those activities that are not directly related to providing education for pupils in a school system. These include services provided by the school system for the community as a whole or some segment of the community, such as community recreation programs, civic activities, public libraries, programs of custody and care of children, and community welfare activities.
310		Community Services Direction
311	11, 2x, 5x, 7x, 8x	Community Services Direction – Activities concerned with directing and managing community services activities, i.e., community school direction.
320		Community Recreation
321	11, 2x, 5x, 7x, 8x	Community Recreation – Consists of those activities concerned with providing recreation for the community as a whole, or for some segment of the community. It includes such staff activities as organizing and supervising playgrounds, swimming pools, and other recreation programs for the community..
330		Community Activities.
331	11, 2x, 5x, 7x, 8x	Community Activities – Consist of those activities concerned with providing services to civic affairs organizations. This includes services to parent-teacher association meetings, other parental involvement functions, public forums, lectures, and civil defense planning.
340		Public Library
341	2x, 5x	Public Library – Pertains to the operation of public libraries by a school system or the provision of library services to the general public through the school library. It includes such activities as budgeting and planning the library’s collection in relation to the community and informing the community of public library resources and services.

Appendix – Definitions of Account Codes – Expenditure Function

Function Code	Allowable Funds	Account Name/Description
350		Custody and Care of Children
351	11, 2x, 5x, 7x, 8x	Custody and Care of Children – Pertains to providing programs for the custodial care of children in residential day schools or child care centers which are not part of, or directly related to, the instructional program and where the attendance of the children is not included in the attendance figures for the school system.
360		Welfare Activities
361	11, 2x, 5x, 7x, 8x	Welfare Activities – Pertain to providing for the personal needs of individuals who have been designated as needy by an appropriate governmental entity. They include food or other personal needs.
370		Non-Public School Pupils
371	11, 2x, 5x, 7x, 8x	Non-Public School Pupils – Services to pupils attending a school established by an agency other than the state, subdivision of the state, or the federal government, which usually is supported primarily by other than public funds. They may consist of such activities as those involved in providing instructional services, attendance and social work services, health services, professional development and transportation services for non-public school pupils.
390		Other Community Services
391	11, 2x, 5x, 7x, 8x	Other Community Services – Services provided the community that cannot be classified under the preceding areas of responsibility. An example would be Adult Employment Programs.
400		Payments to Other Governmental Agencies, Facilities Acquisition, and Prior period Adjustments - Conduit-type (outgoing transfers) payments to other school districts or administrative units and prior period adjustments.
410		Payments to Other Public Schools (ISDs, LEAs, or PSAs) Within the State of Michigan
411	11, 2x, 4x, 5x, 7x	Payments to Other Public Schools Within the State of Michigan - Payments to other public school systems. For example: tuition and transportation in the state for services rendered to pupils residing in the paying school district. Where a governmental unit collects money from a non-operating district for the education of pupils from the non-operating districts and pays it to an operating district. The non-operating district records such payments here. (Use object code to distinguish transit type.)
420		Payments to Other Public Schools OUTSIDE the State of Michigan
421	11, 2x, 4x, 5x, 7x	Payments to Other Public Schools OUTSIDE the State of Michigan - These are conduit-type payments to school systems outside the state for services rendered to pupils residing in the paying school district. These payments are generally for tuition and transportation where a governmental unit in one state collects money from a non-operating district and pays it to an operating district in another state. The non-operating district records such payments here.
430		Payments to State Schools for the Deaf and Blind
431	22	Payments to State Schools for the Deaf and Blind
440		Payments to Other Governmental and Not-For-Profit Entities (Do not include other public schools which would be reported in Function 411 or 421) These are Sub-grantee relationships not Vendor relationships.
441	11, 2x, 4x, 5x, 7x	Payments to Other Governmental Entities - Sub-grantee Relationships Only (Non-Public Schools, Community Organizations, etc.)

Appendix – Definitions of Account Codes – Expenditure Function

Function Code	Allowable Funds	Account Name/Description
445	11, 2x, 4x, 5x, 7x	Payments to Not for Profit Entities (Sub-grantee Relationships Only)
450		Facilities Acquisition
451	11, 2x, 4x, 5x, 7x	Site Acquisition Services - Activities concerned with initially acquiring and improving sites.
452	11, 2x, 4x, 5x, 7x	Site Improvement Services - Activities concerned with improving sites, and with maintaining existing site improvements.
453	11, 2x, 4x, 5x, 7x	Architecture and Engineering Services - Activities of architects and engineers related to acquiring and improving sites and improving buildings. Charges are made to this function only for those preliminary activities that may or may not result in additions to the school district property. Otherwise charge to 451, 452, 455, or 456.
455	11, 2x, 4x, 5x, 7x	Building Acquisition and Construction Services - Activities concerned with buying or constructing buildings. Include cost for the initial equipping of facilities.
456	11, 2x, 4x, 5x, 7x	Building Improvements Services - Activities concerned with building additions and with installing or extending service systems and other built-in equipment. Include the cost for re-equipping the facility.
459	11, 2x, 4x, 5x, 7x	Other Facilities Acquisition and Construction Services that cannot be classified above.
490		Prior Period Adjustments
491	11, 2x, 3x, 4x, 5x, 7x, 8x	Prior Period Adjustments-Material Transactions - Amounts reported here must be reported in the audited financial statements as adjustments to the prior year fund balance with appropriate notation.
492	11, 2x, 3x, 4x, 5x, 7x, 8x	Adjustments to Prior Period Revenue Accounts (Debit Amounts) For example; a refund of prior year state school aid revenue that was not established as an accounts payable during the prior year.
500-600		Other Financing Uses - A number of outlays of government funds are not properly classified as expenditures, but still require budgetary or accounting control. These include debt service payments and fund modifications.
510		Debt Service - Long Term Only
511	11, 2x, 3x, 4x, 5x, 7x, 8x	Debt Service - Long Term Only - Principal on short-term notes/loans will be recorded in offsetting balance sheet accounts (Notes payable/Cash) rather than as an "other financing use." Interest on short-term notes/loans will be coded in Function A259.@
512	11, 2x, 3x, 4x, 5x, 7x, 8x	Debt Service - Long Term Only – Payment to Escrow Agent
513	7x, 92	Un-amortized Gain/Losses on Debt Defeasance
601-659	11, 2x, 3x, 4x, 5x	Fund Modifications (Other Operating Transfers Out) - Use A6" in the first position of the function code, then two position fund code of fund the dollars are going to.
711	7x, 8x, 91	Depreciation Expense – Non-governmental Funds Only.

Appendix – Definitions of Account Codes –Expenditure Object/Activity

Object Code	Allowable Functions	Object Name/Description
10 00		Salaries - Amounts paid to employees of the school system who are considered to be in positions of a permanent nature or hired temporarily, including personnel substituting for those in permanent positions. This includes gross salary for personal services rendered while on the payroll of the school system.
11 00		Administration - A grouping of assignments concerned with establishing and administering policy in connection with operating the LEA. Categories of administration are listed in activity assignments where the list may be expanded at the discretion of the local administrator.
11 10	232	Superintendent - An assignment to a staff member to perform the head executive management activities of a school system.
11 20	2xx	Assistant Superintendent - An assignment to assist the superintendent in performing the head executive management activities of a school system.
11 30	2xx	Administrative Assistant - An assignment to a staff member to perform professional activities assisting an administrative officer in developing program plans and performing other management activities of a school system.
11 40	231	Board Member - Salaries and per diem compensation of Board of Education members.
11 50	241	School Direction and Management (Principal) - An assignment to a staff member to perform the activities of directing and managing the operation of a school for which policy and program plans have been broadly established.
11 60	2xx, 3xx	Supervision/Direction- Staff - An assignment to supervise staff members and manage a function, a program, or a supporting service. Also included under this category are program coordinators and compliance officers. Examples: curriculum, special education, etc.
11 70	2xx-3xx	Program/Department Direction - An assignment to direct a program, department, function or a supporting service. Examples: Athletic Director, Facilities Director
11 80	281	Research - An assignment to a staff member to perform the activities concerned with systematic studies and establish facts or principles for the school system.
11 90	2xx-3xx	Other Administration - An assignment to perform activities other than those identified above in this general field of activity.

Appendix – Definitions of Account Codes –Expenditure Object/Activity

Object Code	Allowable Functions	Object Name/Description
12 00		Professional-Educational - A grouping of assignments requiring a high degree of knowledge and skills in the educational profession. Categories of Professional Educational are listed in activity assignments where the list may be expanded at the discretion of the local administrator.
12 10	221, 3xx	Curriculum - An assignment to a staff member consisting principally of preparing curriculum.
12 20	212, 3xx	Counseling - An assignment to a staff member to perform the professional activities of assisting pupils or other persons in making plans and choices in relation to education, vocation, or personal development.
12 30	222, 3xx	Educational Media Specialist - An assignment to a staff member to perform professional educational media service activities such as ordering, cataloging, processing, and circulating books and other materials; planning the use of the educational media by teachers, pupils or others; selecting books and materials; participating in faculty planning for the use of books and materials; and guiding teachers, pupils and others in the use of the educational media in schools or community service programs.
12 40	1xx, 219,3xx	Teaching - An assignment to a staff member to instruct pupils. The assignment may be in course or non-course instructional situations.
12 50	218, 219,221, 3xx	Instructional Consulting - An assignment to a staff member to provide leadership, guidance, and expertise in a field of specialization for the purpose of improving the instructional performances of staff members.
12 60	222, 3xx	Instructional Media - An assignment to a staff member consisting of activities that provides educational experience through the instructional media.
12 70	217, 222, 3xx	Visually Handicapped Media - An assignment to develop materials for the visually handicapped.
12 80	215, 3xx	Speech and Language Therapist - An assignment to identify; diagnose and appraise; to refer; and to provide required speech rehabilitation services.
12 90	1xx, 21x, 22x, 3xx	Other Professional Educational - An assignment to perform activities other than those identified above in this general field of activity.
13 00		Professional-Business - A grouping of assignments requiring a high degree of knowledge and skills in the business profession.
13 10	252, 285	Accounting - An assignment to a staff member to perform the activities of designing and maintaining financial, staff, pupil, program or property records; summarizing, analyzing, or verifying such records; or controlling and certifying expenditures and receipts.
13 20	252, 285	Auditing - An assignment to a staff member to evaluate the adequacy of the internal control system; verifying and safeguarding assets; reviewing the reliability of the accounting and reporting system; and ascertaining compliance with established policies and procedures.

Appendix – Definitions of Account Codes –Expenditure Object/Activity

Object Code	Allowable Functions	Object Name/Description
13 30	232	Legal - An assignment to a staff member qualified to practice law.
13 40	283	Personnel - An assignment to a staff member to direct activities concerned with the staff personnel management program of the school system.
13 50	261, 453	Architect-Engineer - An assignment to a staff member to perform professional activities such as designing and preparing plans and specifications for the construction, remodeling, or repair of buildings and facilities and overseeing construction to ensure compliance with plans and specifications.
13 90	2xx	Other Professional-Business – An assignment to perform activities not defined above in this general field of activity.
14 00		Professional-Other - A grouping of assignments requiring a high degree of knowledge and skills in the other professions. Categories of Professional-Other are listed in activity assignments where the list may be expanded at the discretion of the local administrator.
14 10	213, 3xx	Medical-Dental - An assignment to a staff member who is a qualified medical doctor or dentist to perform professional activities for the school system.
14 30	214, 3xx	Psychological - An assignment to a staff member to perform the professional activities of a psychologist in the service of the school system.
14 40	216, 3xx	Social Work - An assignment to a staff member to perform the professional activities of assisting in the prevention of, or solution to, the personal, social, and emotional problems of individuals which involve such relationships as those of the family, school, and community.
14 50	213, 3xx	Nursing - An assignment to a staff member who is a qualified nurse to perform the activities of professional or practical nursing.
14 70	213, 3xx	Physical Therapy - An assignment to a staff member to perform activities involving physical methods of treatment and rehabilitation other than the use of drugs or surgery.
14 80	213, 3xx	Occupational Therapy - An assignment to a staff member to perform activities involving occupational methods of treatment and rehabilitation other than the use of drugs or surgery.
14 90	2xx, 3xx	Other Professional-Other - An assignment to a staff member to perform activities not defined above in this general field of activity.

Appendix – Definitions of Account Codes –Expenditure Object/Activity

Object Code	Allowable Functions	Object Name/Description
15 00		Technical - A grouping of assignments requiring a combination of basic scientific knowledge and manual skills. Categories of Technical are listed in activity assignments where the list may be expanded at the discretion of the local administrator.
15 10	284, 285	Information Management - An assignment to a staff member to prepare data for storage, storing data, and retrieving them for reproduction as information for management and reporting when the district in its own facilities provides these services.
15 30	252	Purchasing - An assignment to a staff member to perform activities in connection with acquiring property, supplies, and materials for the school system.
15 40	21x, 227, 3xx	Testing - An assignment to a staff member consisting principally of the activities of administering educational and psychological tests.
15 50	26x, 27x, 3xx, 45x	Crafts and Trades - An assignment to a staff member to perform the activities of a recognized craft or trade such as carpentry, masonry, plastering, painting, plumbing, steam fitting, sheet-metal work, glazing, and mechanical repairing. Included in this section are bus mechanics.
15 60	1xx-3xx	Recreation/Coaches - An assignment to a staff member consisting of activities that promote the use of recreation facilities and programs.
15 90	2xx 3xx	Other Technical - An assignment to a staff member to perform technical activities other than defined above.
16 00		Operation and Service - A grouping of assignments requiring manual and non-manual skills. Categories of Operation and Service are listed in activity assignments where the list may be expanded at the discretion of the local administrator.
16 10	257, 261, 271, 297, 3xx	Vehicle Operation - An assignment to a staff member consisting principally of the activities of driving a vehicle such as a school bus, truck, or automobile used in the service of the school system.
16 20	2xx, 3xx	Secretary-Clerical-Bookkeeper - An assignment to a staff member to perform clerical, secretarial, and administrative services such as activities concerned with preparing, transferring, transcribing, systematizing, or preserving written communications and records, or operating such mechanical equipment as computers, adding machines, duplicating machines, etc.
16 30	1xx, 2xx, 3xx	Aides - An assignment to a staff member to perform activities of a non-teaching nature which are <u>not</u> classified as professional educational but which assist a staff member to perform professional educational teaching assignments or other support service activities. Included under this classification are paraprofessionals, teacher aides, bus attendants, etc.
16 40	261, 3xx	Custodian - An assignment to a staff member to perform school plant housekeeping, servicing, and security services consisting of such activities as cleaning; operating heating, ventilating and air conditioning systems; caring for school property; and servicing building equipment.
16 50	297	Food Service - An assignment to a staff member to perform the activities of preparing or serving food.
16 60	219, 266	Security and Monitors - An assignment to a staff member consisting of activities concerned with safeguarding the property, pupils, and other persons in a school area.

Appendix – Definitions of Account Codes –Expenditure Object/Activity

Object Code	Allowable Functions	Object Name/Description
16 70	2xx, 3xx	Laborer - An assignment to a staff member to perform manual labor not classified in another assignment activity classification. Includes pupils who have duties as part of a work study program or other non-technical assignment.
16 80	211, 285	Attendance - An assignment to a staff member to perform activities that promote better attendance, such as analyzing causes of non-attendance, identifying patterns of non-attendance and providing incentives for good attendance.
16 90	1xx-3xx, 45x	Other Operation and Service - An assignment to perform activities other than those defined above requiring manual or non-manual skills. Interpreters would be reported here.
17 00		Special Salary Payments - Amounts paid to employees for special conditions.
17 20	1xx-3xx, 45x	Disability Payments
17 50	1xx-3xx, 45x	Sabbatical Leave Pay
17 60	1xx-3xx, 45x	Termination Pay (Severance)
17 90	1xx-3xx, 45x	Other Special Payments - The distribution of salary payments to this group of accounts is optional.
18 00		Temporary Salaries - Full-time, part-time, and prorated portions of the costs for work performed by employees of the school system who are hired on a temporary or substitute basis to perform work in positions of either temporary or permanent nature.
18 10	2xx, 3xx	Administration
18 20	1xx, 21x, 22x, 3xx	Professional-Education
18 30	25x, 28x, 3xx, 45x	Professional-Business
18 40	2xx, 3xx, 45x	Professional-Other
18 50	2xx, 3xx, 45x	Technical
18 60	1xx-3xx	Operation and Service
18 70	1xx, 221, 3xx	Teaching
18 80	2xx, 3xx	Clerical/Administrative Support
18 90	1xx-3xx	Other Temporary Salaries
19 00		Overtime Salaries and Extension of Contract - Money paid to employees of the school system in positions of either a temporary or permanent nature for work performed in addition to the normal work period for which the employee is compensated under regular and temporary salaries.
19 10	2xx-3xx	Administration
19 20	1xx, 21x, 22x, 3xx	Professional-Educational
19 30	25x, 28x, 3xx, 45x	Professional-Business
19 40	2xx	Professional Development
19 50	2xx-3xx, 45x	Technical
19 60	1xx-3xx	Operation and Service
19 70	1xx, 221, 3xx	Teaching
19 80	2xx, 3xx	Clerical/Administrative Support
19 90	1xx-3xx	Other Overtime Salaries

Appendix – Definitions of Account Codes –Expenditure Object/Activity

Object Code	Allowable Functions	Object Name/Description
20 00		Employee Benefits - Amounts paid by the school system on behalf of employees; these amounts are not included in the gross salary but are over and above. Such payments are not paid directly to employees, nevertheless are part of the cost of salaries and benefits. Examples are: (a) various types of employee insurance, (b) special leave payments in the nature of sabbatical leave payments and terminal leave payment, (c) special allowance for tuition, (d) the various mandatory coverage including retirement reimbursed from federal funds as well as non-federal contributions, and (e) special professional services.
21 00		Employee Insurance
21 10	1xx-3xx, 45x	Group Life
21 20	1xx-3xx, 45x	Group Disability
21 30	1xx-3xx, 45x	Group Health and Accident
21 40	1xx-3xx, 45x	Dental Health Care
21 50	1xx-3xx, 45x	Vision Care
21 90	1xx-3xx, 45x	Other
22 00		Special Leave Payments
22 10	1xx-3xx, 45x	Early Retirement Incentives
22 90	1xx-3xx, 45x	Other Special Leave Payments
23 00		Special Allowances
23 10	1xx-3xx, 45x	Tuition
23 90	1xx-3xx, 45x	Other Special Allowances
24 00		Professional Services
24 10	1xx-3xx, 45x	Reimbursement for Employee Physicals and Other Health Related Services on Behalf of Employees
24 90	1xx-3xx, 45x	Other Professional Services Paid on Behalf of Employees
28 00		Mandatory Coverage
28 10	1xx-3xx, 45x	Reimbursement to State for Retirement and Federal Program Salaries
28 20	1xx-3xx, 45x	Contribution to State and Local Retirement Funds
28 30	1xx-3xx, 45x	Employer Social Security
28 40	1xx-3xx, 45x	Workman's Compensation
28 50	1xx-3xx, 45x	Unemployment Compensation
29 00		Other Employee Benefits
29 20	1xx-3xx, 45x	Cash in Lieu of Benefits
29 90	1xx-3xx, 45x	Other Benefits (Example Service Credits paid on behalf of employees and personal use of company owned vehicles.)

Appendix – Definitions of Account Codes –Expenditure Object/Activity

Object Code	Allowable Functions	Object Name/Description
30 00		Purchased Services - Amounts paid for services rendered by persons who are not on the payroll of the school system. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided in order to obtain the desired results.
31 00		Professional and Technical Services - Non-payroll services which by their nature can be performed only by persons with specialized skills and knowledge which are acquired through intensive academic preparation. Included are the services of architects, engineers, auditors, dentists, medical doctors, lawyers, consultants, teachers, accounts, etc.
31 10	1xx, 221,3xx	Instructional Services - Non-payroll services performed by qualified persons directly engaged in providing learning experiences for pupils. Included are the services of teachers and paraprofessional personnel and “performance contract” activities.
31 20	221, 283, 3xx	Employee Training and Development Services- Services performed by persons qualified to assist school district staff in performing their duties more efficiently. This category includes training specialists, etc., not on the payroll.
31 30	21x, 293, 3xx	Pupil Services - Non-payroll services performed by qualified personnel to assist the well being of pupils. These services would include medical services, psychological services, etc.
31 40	2xx	Staff Services - Services performed by qualified personnel to assist in employing and assigning staff. This category includes specialists in personnel counseling and guidance not on the payroll.
31 50	2xx-3xx	Management Services - Services performed by persons qualified to assist management either in the broad policy area or in the general operation of the school system. This category includes consultants, individually or as a team, to assist the chief executive in conference or through systematic studies.
31 60	225, 284	Management Information Services - Services performed by persons, organizations, or another agency qualified to process data. This category includes those data processing services purchased from another agency, or concern, or specialists to perform a specific task.
31 70	2xx, 3xx, 45x	Legal Services - Services performed by persons or an organization qualified to practice law.
31 80	231, 459	Audit Services - Services performed by persons or an organization concerned with examining, verifying, and reporting on the accounting records of the school system.
31 90	1xx-3xx, 45x	Other Professional and Technical Services - Services that are professional and technical in nature that have not been classified above. Microfilming is included under this classification of expenditure. This object would be used for the purchase of medical and professional services for staff other than those provided under employee benefits.
32 00		Travel/Workshops-Staff - Costs for transportation, meals, hotel, and other expenditures associated with traveling or workshops. Payments for per diem in lieu of reimbursements for subsistence (room and board) also are charged here.
32 10	1xx-3xx	Costs of travel as a result of regular duties of staff including the cost of itinerant teachers who must travel from building to building to carry out their teaching assignment.

Appendix – Definitions of Account Codes –Expenditure Object/Activity

Object Code	Allowable Functions	Object Name/Description
32 20	1xx-3xx	Workshops and Conferences - Costs of transportation, meals, hotel, and other expenditures associated with workshops and conferences.
33 00		Client/Pupil Transportation - Expenditures to persons or agencies for the purpose of transporting children to school. These include those expenditures to individuals who transport themselves or their own children or to those children for reimbursement of transportation expenses on public carrier. Expenditures for the rental of buses are not recorded here; they are recorded under Purchased Services-Rentals.
33 10	271, 3xx	Client/Pupil Transportation by Contract Carrier - Amount paid by district to a contract carrier for pupil transportation services. A Contract Carrier is a person/organization holding him or herself or itself out to the general public to provide motor vehicle transportation of passengers for compensation over regular or irregular routes. Include payments to public transit agencies or authorities, private third party vendors or taxi cab companies, etc., for pupil transportation services on this line. Formerly entitled “Pupil Transportation by Common Carrier.”
33 20	271, 3xx	Allowance Paid Client/Pupils for Transportation - Amount paid to a client/pupil providing his or her own transportation to and from an instructional program site, i.e., driving to and from a vocational center, to and from a math science center, etc. Paying a pupil for transportation to or from a school related event, i.e., team practice, is disallowed.
33 30	271, 3xx	Client/Pupils Transported by Private Automobile - Amount paid to private individual to provide pupil transportation services, i.e., contracting with a parent to transport his or her child to and from an instructional program site. Expenses to and from a school related event is disallowed.
34 00		Communication - Services provided by persons or business to assist in transmitting and receiving messages or information. This category includes telephone and telegraph services as well as postage machine rental and postage.
34 10	2xx, 3xx	Telephone
34 30	2xx, 3xx	Mail/Postage
34 50	1xx-3xx	Copyright Fees and Software Licenses
34 90	2xx, 3xx	Other Miscellaneous Communications
35 00		Advertisement
35 10	2xx, 3xx	Advertisement - Expenditures for printed or broadcasted announcements in professional periodicals and newspaper or by way of radio and television networks. These expenditures include advertising for such purposes as personnel recruitment, bids on purchases, bond sales, used equipment sales and sale of other objects, and pupil enrollment. Costs for professional fees for advertising or public relation services are not recorded here but are charged to Professional Services.
36 00		Printing and Binding
36 10	1xx-3xx	Printing and Binding - Expenditures for job printing and binding usually according to specifications of the local education agency. This includes the design and printing of forms and posters as well as printing and binding of local education agency publications. Preprinted standard forms are not charged here but are recorded under Supplies and Materials.

Appendix – Definitions of Account Codes –Expenditure Object/Activity

Object Code	Allowable Functions	Object Name/Description
37 00		Tuition
37 10	1xx, 3xx, 431	Tuition - Expenditures to reimburse other educational entities for instructional services provided to pupils.
38 00		Utility Services - Expenditures for services usually provided by public utilities such as water, sewage, and garbage collection. Costs for telephone and telegraph are not included here but are included in Communication.
38 30	261, 3xx	Water Sewage
38 40	261, 3xx	Waste and Trash Disposal
38 90	261, 3xx	Other Utility Services
39 00		Insurance and Bond Premiums - Expenditures for all types of insurance coverage such as property liability, fidelity, bond premiums, as well as the costs of judgments. Insurance for group health, workmen's compensation, etc., are not included here but are included under employee benefits.
39 10	261	Property and Liability. Includes Building Insurance
39 20	259	Errors and Omissions (Legal Liability)
39 30	261, 271, 297, 3xx	Fleet Insurance
39 90	259	Other Insurance and Bond Premiums
41 00		Repairs and Maintenance Services - Expenditures for repairs and maintenance services not provided directly by local education agency personnel. This includes contracts and agreements covering the upkeep of grounds, building, and equipment. Also include contracted custodians. Costs for new construction, renovating and remodeling are not included here but are considered capital outlay.
41 10	261, 3xx	Land and Building
41 20	1xx-3xx	Equipment
41 30	257, 261, 271, 297, 3xx	Vehicle/Bus Repairs and Maintenance. (Record staff and miscellaneous non-pupil transportation vehicles in function code 261. Record pupil transportation in function 271.)
41 90	2xx, 3xx	Other Repairs and Maintenance
42 00		Rentals - Expenditures for operational leases of land, building, or equipment for both temporary and long-range use of the school system.
42 10	261, 3xx	Land and Building
42 20	1xx-3xx	Equipment
42 30	257, 261, 271, 297, 3xx	Vehicle/Bus Rentals. Include bus/vehicle rentals when operated by school employees.
42 70	1xx-3xx	Technology Related Equipment
42 90	1xx-3xx	Other Rentals
49 00		Other Purchased Services
49 10	1xx-3xx	Other Purchased Services - Expenditures for all other purchased services not included above. Room and board for special education pupils may be coded under this object.

Appendix – Definitions of Account Codes –Expenditure Object/Activity

Object Code	Allowable Functions	Object Name/Description
50 00		Supplies and Materials - Expenditures of items that are consumed, worn out, or deteriorated in use, or items that lose their identify through fabrication or incorporation into different or more complex units of substances. See Section II, E.17, for a discussion on distinguishing between a supply and equipment item. Examples: Books, paper, software, etc.
51 00		Teaching/Testing Supplies and Materials
51 10	1xx-22x, 3xx	Teaching/Testing Supplies and Materials - Expenditures for all teaching /testing supplies for the operation of a local education agency, including freight and cartage.
52 00		Textbooks
52 10	1xx, 3xx	Textbooks – Expenditures for prescribed books, which are purchased, for pupils or groups of pupils. This category includes workbooks, textbook binding or repair, as well as the net amount of textbooks, which are purchased.
53 00		Educational Media Books (Additions to Existing Libraries)
53 10	122, 222, 3xx	Educational Media (Additions to Existing Media Centers) - Expenditures for regular or incidental purchases of educational media available for general use by pupils, including any reference books, even though such reference books may be used solely in the classroom. Also recorded here are costs of binding or other repairs to school educational media. The initial purchase of books for a new educational media center or any material accessions involving an expansion of the educational media center are recorded under Capital Outlay.
54 00		Periodicals
54 10	1xx-3xx	Periodicals - Periodicals and newspapers purchased for general use in the school media center. A periodical is any publication appearing at regular intervals of less than a year and continuing for an indefinite period. Professional periodicals for staff would also be included under this object.
55 00		Energy Supplies - Expenditures for energy, including natural gas, electricity, bottled gas, fuel oil, coal, and gasoline received from public or private utility companies.
55 10	261, 3xx	Natural Gas
55 20	261, 3xx	Electricity
55 30	261, 3xx	Bottled Gas
55 40	261, 3xx	Heating Oil
55 50	261, 3xx	Coal
55 90	261, 3xx	Other Energy Supplies
56 00		Resale Supplies and Materials - Expenditures for all food service supplies and materials purchased for resale.
56 10	1xx-3xx	Food
56 20	297	USDA Commodity Delivery Charge
56 30	1xx-3xx	Merchandise
56 40	1xx-3xx	Non-Food Items
56 50	297	USDA Commodities Usage
56 90	1xx-3xx	Other Resale

Appendix – Definitions of Account Codes –Expenditure Object/Activity

Object Code	Allowable Functions	Object Name/Description
57 00		Transportation Supplies - Expenditures other than salaries and contracted services, incurred in connection with the transportation program.
57 10	261, 271, 3xx	Motor Fuel, Oil, Grease
57 20	261, 271, 3xx	Tires, Tubes, Batteries
57 30	261, 271, 3xx	Vehicle Repair Parts
57 90	261, 271, 3xx	Other Transportation Supplies
59 00		Other Supplies - Expenditures for all supplies (other than those listed above) including freight and cartage.
59 10	2xx, 3xx	Office Supplies
59 80	1xx-3xx	Misc. Hardware and Tools
59 90	1xx-3xx	Misc. Supplies and Materials
60 00		Capital Outlay - Expenditures for the acquisition of fixed assets or additions to fixed assets. They are expenditures for land or existing buildings, improvements of grounds, construction of buildings, additions to buildings, remodeling of buildings, initial equipment, additional equipment, and replacement of equipment.
61 00		Land
61 10	451	Land - Expenditures for the purchase of land.
62 00		Building and Additions
62 10	455, 456	Expenditures for Acquiring Existing Buildings - Include expenditures for installment or lease payments (<u>EXCEPT</u> Interest) that have a specific termination date and that result in the acquisition of existing buildings. <u>DO NOT</u> include payments to public school housing authorities or similar agencies. This category is used only when buildings are purchased or leased with government funds.
62 20	455, 456	Non-Property Expenditures for Buildings Built and Alterations Performed by Contractors - This category includes all non-property expenditures to contractors for the following object categories: salaries, employee benefits, purchased professional and technical services, purchased property services, expenditures to contractors for the construction of buildings, for major permanent structural alterations, and for the initial or additional installation of heating, ventilating, fire protection, and other service systems in existing buildings.
62 30	455 456	Non-Property Expenditures for Buildings Built and Alterations Performed by ISD/LEA Staff - This category includes all non-property expenditures to ISD/LEA staff for the following object categories: salaries, employee benefits, purchased professional and technical services, purchased property services, expenditures to ISD/LEA staff for the construction of buildings, for major permanent structural alterations, and for the initial or additional installation of heating, ventilating, fire protection, and other service systems in existing buildings.
63 00		Improvements Other Than Buildings
63 10	452, 459	Improvements Other Than Buildings - Depreciable
63 20	452, 459	Improvements Other Than Buildings - Non-depreciable - Falls below GASB-34 threshold

Appendix – Definitions of Account Codes –Expenditure Object/Activity

Object Code	Allowable Functions	Object Name/Description
64 00		Equipment and Furniture - Expenditures for the initial, additional, and replacement items of equipment, such as furniture and machinery. In order to differentiate between initial or additional equipment purchases and replacement equipment purchases, it is recommended that sub accounts be established with those titles.
64 10	1xx-4xx	New Equipment and Furniture – Depreciable
64 20	1xx-4xx	New Equipment and Furniture - Non-depreciable - Falls below GASB-34 threshold
64 50	1xx-4xx	Equipment and Furniture - Depreciable
64 60	1xx-4xx	Replacement Equipment and Furniture - Non-depreciable - Falls below GASB-34 threshold
65 00		Vehicles Other Than Buses - Expenditures for the purchase of conveyances to transport persons or objects.
65 10	261, 271, 3xx	New Vehicles Other Than Buses - Depreciable
65 20	261, 271, 3xx	New Vehicles Other Than Buses - Non-depreciable - Falls below GASB-34 threshold
65 50	261, 271, 3xx	Replacement Vehicles Other Than Buses - Depreciable
65 60	261, 271, 3xx	Replacement Vehicles Other Than Buses - Non-depreciable - Falls below GASB-34 threshold.
66 00		School Bus Purchases - Expenditures for the purchase of new or remanufactured school buses. The total original cost is recorded in this account as a general fund expenditure in the year the bus is placed in service, including the cost of any mobile radio equipment installed at the time of purchase. Any portion of the bus cost financed is recorded as AOther Transactions - Other Financing Sources.®
66 10	271, 3xx	New School Buses – Depreciable
66 20	271, 3xx	New School Buses – Non-depreciable - Falls below GASB-34 threshold
66 50	271, 3xx	Replacement School Buses – Depreciable
66 60	271, 3xx	Replacement School Buses - Non-depreciable - Falls below GASB-34 threshold.
66 70	271, 3xx	Refurbished School Buses – Depreciable
66 80	271, 3xx	Refurbished School Buses - Non-depreciable - Falls below GASB-34 threshold.
67 00		Educational Media and Text Books - Expenditures for books that constitute the initial furnishing of a newly constructed building. These include books outside the educational media center if they are capitalized and any appreciable accession involving an expansion of the educational media center.
67 10	1xx, 45x	Text Books - Initial Furnishing – Depreciable. Use in Capital Projects Fund only to extent allowed by Law.
67 20	222, 45x	Educational Media - Initial Furnishing – Depreciable. Use in Capital Projects Fund only to extent allowed by Law.
69 00		Other Capital Outlay - Amounts paid for all other capital purchases not included above. An example could be capital outlay improvements such as energy conservation projects.
69 10	1xx-3xx	Other Capital Outlay – Depreciable
69 20	1xx-3xx	Other Capital Outlay - Non-depreciable - Falls below GASB-34 threshold

Appendix – Definitions of Account Codes –Expenditure Object/Activity

Object Code	Allowable Functions	Object Name/Description
70 00		Other Expenditures - Amounts paid for goods and services not otherwise classified above. This includes expenditures for the retirement of debt, the payment of interest on debt, payments to a housing authority, and the payment of dues and fees.
71 00		Redemption of Long-term Bonds, Loans and Capital Leases - Expenditures that are from current funds to retire serial bonds, and loans. Short Term Loans are considered balance sheet only and are not recorded with functions and object codes.
71 10	511	Redemption of Term Bond Principal
71 20	511	Redemption of Serial Bond Principal
71 30	511	Redemption of Furniture and Equipment Notes and Loans Principal
71 40	511	Redemption of School Bond Loans Principal
71 50	511	Capital Lease Redemption
71 60	511	Redemption of School Bus Loan Principal
71 90	511	Redemption of Other Long Term Debt Principal
72 00		Interest on Debt - Expenditures from current funds for interest on serial bonds, leases with option to buy, and loans.
72 10	259, 511	Interest on Notes and Loans
72 20	511	Interest on Serial Bonds
72 30	511	Interest on Term Bonds
72 40	511	Interest on School Bond Loans
72 60	511	Interest on School Bus Loans
72 90	511	Interest on Other Long Term Loans
73 00		Other Financing and Debt Expenditures .
73 10	51x	Other Bond Issuance Costs
73 20	51x	Payments to Bond Escrow Agent
73 30	51x	Payments for Premiums and Discounts
74 00		Dues and Fees - Expenditures or assessments for membership in professional or other organizations or associations. Fees for various licenses such as driver's licenses, and vehicle licenses are also included under this object.
74 10	1xx-4xx, 51x	Dues and Fees
75 00		Claims and Judgments.
75 10	231, 259	Claims and Judgments - Expenditures from current funds or all claims and judgments (except as indicated) against the school system that are not covered by liability insurance but are of a type that might have been covered by insurance. Only amounts paid as the result of court decisions are recorded here. Judgments against the school system resulting from failure to pay bills or debt service are recorded under the appropriate expenditure accounts as though the bills or debt service had been paid when due.
76 00		Taxes Abated and Written Off
76 10	259, 511	Taxes Abated and Written Off - Charges resulting from uncollectible taxes.

Appendix – Definitions of Account Codes –Expenditure Program

Object Code	Allowable Functions	Object Name/Description
77 00		Amortization and Depreciation
77 10	711	Amortization and Depreciation - That amount of depreciation or amortization charged to a particular accounting period for the use or loss in value of a fixed asset. Used only in District Wide Capital Asset Accounts and Enterprise Funds.
78 00		Discounts on Food Service Sales
78 10	297	Discounts on Food Service Sales - A reduction in the original price of food service sales.
79 00		Miscellaneous Expenditures
79 10	1xx-4xx	Miscellaneous Expenditures - Amounts paid for all other expenditures not classified above.
80 00		Outgoing Transfers and Other Transactions - This object category does not represent a purchase; rather it is used as an accounting entity to show that funds have been handled without receiving goods and services in return. Included here are transactions for interchanging money from one fund to the other and for transmitting flow-through funds to the recipient (person or agency)
81 00		Fund Modifications
81 10	6xx	Fund Modifications - This category represents transactions of conveying money from one fund to another. Generally, this takes the form of payments from the General Fund to some other fund and should be recorded likewise. They are not recorded as expenditures.
82 00		Payments to Other Public School Districts in Michigan - This category represents transactions, which are transit or flow-through. It is a means to convey money to another local school district. This includes transactions that place grants-in-aid, special grants, and tuition and transportation for other school system use in the hands of the user.
82 10	411	Tuition
82 20	411	Transportation
82 90	411	Other Transits - Do not include sub-grantee disbursements here. Those would be recorded in "8510."
83 00		Payments to Other Public School Districts OUTSIDE of Michigan
83 10	421	Payments to Other Public School Districts OUTSIDE of Michigan
85 00		Sub-Grantee Disbursements
85 10	41x, 42x, 44x	Sub-Grantee Disbursements
89 00		Other Transactions
89 10	41x, 42x, 44x, 49x	Other Transactions – This category is to be used for those transfer transactions which cannot be identified in the above classification. The account is also to be used to record transactions that effect financial operations of a prior year so as to decrease fund equity.
99 00		To be used for recording transactions that have no effect on fund balance. Internal reporting only. (Examples, Indirect Cost Recovery and Program Changes)
99 90	6xx	Indirect Cost Recovery

Appendix – Definitions of Account Codes –Expenditure Program

This dimension is intended to give guidance to local school districts that wish to identify Special Education Services. Program codes are listed here as a means of accounting for the costs of special education and reporting those costs to the Department of Education.

Program Code	Allowable Functions	Account Name/Description
		SPECIAL EDUCATION - CLASSROOM PROGRAMS
110	122	Mild Cognitive Impairment (Educable Mentally Impaired)
120	122	Moderate Cognitive Impairment (Trainable Mentally Impaired)
130	122	Severe Cognitive Impairment (Severely Mentally Impaired)
140	122	Emotionally Impaired
150	122	Learning Disabled
160	122	Hearing Impaired
170	122	Visually Impaired
180	122	Physically and Other Health Impaired (POHI)
190	122	Severely Multiply Impaired
191	122	Early Childhood Developmental. Delay (Preprimary Impaired)
192	122	Severely Language Impaired
193	122	Autistic Impaired
194	122	Resource Room
196	122	LRE Classroom instructional Aid
197	122	Instructional Aide
198	122	Non-Instructional Aide
199	122	Interpreter
		SPECIAL EDUCATION – OTHER RELATED SERVICES
002	212	Family Counseling (not by a Social Worker) – Early on only
010	213	Health Services – Early on only
011	213	Occupational Therapy
012	213	Occupational Therapy Assistant
013	213	Physical Therapy
014	213	Physical Therapy Assistant
015	213	Nurse
016	213	Physician-Diagnostic/evaluation only
017	213	Health Care Aides- Assigned to nurse/physician
018	213	Infant Mental Health Worker-Early on only
019	213	Assistive Technology Services by Health Services Providers – Early on only
020	213	Nutrition Services – Early on only
021	214	Psychologist
022	214	Psychiatrist
031	215	Speech and Language Therapist
032	215	Speech and Language Pathologist
033	215	Speech and Language Pathologist Assistant

Appendix – Definitions of Account Codes –Expenditure Program

Program Code	Allowable Functions	Account Name/Description
034	215	Audiologist
035	215	Assistive Technology
041	216	School Social Worker
042	216	Social Work Services-non school social worker
051	217	Orientation Mobility Specialist
052	217	Orientation Mobility Assistant
053	217	Assistive Technology Services by Vision Providers – Early on only
061	218	TC Mentally Impaired
062	218	TC Emotionally Impaired
063	218	TC Learning Disabled
064	218	TC Hearing Impaired
065	218	TC Visually Impaired
066	218	TC POHI
067	218	TC Autistically Impaired
068	218	Special Instruction Support –Early on Only
071	219	Music Therapy
072	219	Art Therapy
073	219	Recreation Therapy
074	219	Homebound/Hospitalized Services
075	219	Adaptive Physical Education Services
076	219	Other Pupil Support R340.1792
077	219	Rehabilitation Counseling
078	219	Vocational Education – General Education
079	219	Vocational Education – Special Education
080	219	Early Intervention Services – Early on only
081	226	Supervisor
082	226	Director
083	28x	ISD Planner/Monitor
084	28x	Child Find Coordinator
085	28x	Compliance Personnel
086	28x	Early on Service Coordinator
098	221	Respite Care for Family Support During Training – Early on only
099	271	Transportation
270	219	Early Childhood Services

Appendix – Definitions of Account Codes –State Code

Identifies the various categorical programs that are under special reporting requirements. Fourth position of code has traditionally been reserved to denote fiscal year.

State Code	Authority	Account Name/Description
		STATE REVENUE - UNRESTRICTED
101	SA Sec. 22	Membership
103	SA Sec. 24	Court Placed Children
105	SA Sec. 26	Renaissance Zone
106	SA Sec. 81	Intermediate School District Aid
107	Career Dev	Career Pathways
		STATE REVENUE - RESTRICTED
202	SA Sec. 51 SA Sec 52	Special Education Categoricals
203	SA Sec. 53a	Special Education – Wards of the Court
204	SA Sec. 54	Special Schools
205	SA Sec. 98	Learning without Limits MVU

Appendix – Definitions of Account Codes –State Code

State Code	Authority	Account Name/Description
303	SA Sec. 68	Michigan Career Prep
306	SA Sec. 31a	At Risk
307	SA Sec. 41	Bilingual
308	SA Sect 11j	School Bond Loan Redemption
309	SA Sec. 11	<i>Durant II</i>
310	SA Sec. 31d	School Lunch
311	MCL 380.1272	School Breakfast
321	SA Sec. 33d	Early Childhood Program
325		School Safety Grants
328	SA Sec. 99	Math & Science Centers
330	SA Sec. 108	Adult Learning Program (PAL)
331	SA Sec. 107	Adult Continuing Education
333	SA Sec. 57	Advanced and Accelerated Learning
335	SA Sec. 96	Golden Apple (Expired 08/03)
336	SA Sec. 32e	Small Class Size
337	Expired 09/02	Reading State Aid Section 32
338	Expired 09/02	ASAP-PIE (State Aid Section 32)
339	SA Sec. 98	Freedom to Learn
340	SA Sec. 32d	Michigan School Readiness
341	Expired 09/02	Summer School (State Aid Section 32)
342	Expired 09/02	School Counsel (State Aid Section 32h)
343	SA Sec. 32j	Great Start – Preschool
344	SA Sec. 61	Vocational Education
345	SA Sec. 62	Vocational Education
346	Career Dev	Project Lead the Way
360	99.517	Michigan School Readiness
370	SA Sec. 99a	School Health Education (Expired 08/03)
371	SA Sec. 31a(6)	Teen Health Centers
375	PA 456 of 2000 Section 811	Driver's Education
385	MCL 397.551- 576	Public Library
386	MCL 399.711	Council of Arts –
387	SA Sec. 94a	Center for Education and Performance – Funds to Implement SRSD (2002)
388	SA Sec. 94	Accreditation Assistance
390	99.667	Motorcycle Safety Education (Michigan Vehicle Code 257.8119)
392		Family Independence Agency (FIA) - State Funds
397	SA Sec. 74	Bus Driver Safety
399		Other State Grant

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Appendix – Definitions of Account Codes –State Code

State Code	CFDA Number	Account Name/Description
		FEDERAL REVENUE - RESTRICTED –
400	84.048a	Carl D. Perkins- Basic Grants to the States
401	84.334	Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR-UP)
429	84.048a	Carl D. Perkins Local Administration - Secondary
430	84.048a	Carl D. Perkins Local Administration - Secondary Carryover
437	84.048a	Carl D. Perkins Student Organization
438	84.048a	Carl D. Perkins Student Organization- Carryover
439	84.048a	Carl D. Perkins Professional Development
440	84.048a	Carl D. Perkins Professional Development –Carryover
447	84.048a	Carl D. Perkins Evaluation -
448	84.048a	Carl D. Perkins Evaluation –Carryover
455	84.048a	Carl D. Perkins Curriculum Development
456	84.048a	Carl D. Perkins Curriculum Development – Carryover
472	84.243	Carl D. Perkins, Title II Tech Prep
473	84.243	Carl D. Perkins, Title II Tech Prep – Carryover
476	84.048a	Carl D. Perkins Data Collection
477	84.048a	Carl D. Perkins Data Collection – Carryover
478	84.126a	Vocational Rehabilitation Grants to States – Basic Support
479	84.128	Vocational Rehabilitation Grants to States –Special Programs
480	93.586	State Court Improvement Program
488	84.276	Goals 2000 (Expires 2002)
489	84.352a	School Renovation IDEA & Tech Grant (One Year Only 2001-02)
490	84.318	Title II, Part D: Enhancing Education through Technology
491	84.318	Learning without Limits
492	84.319a	Math/Science Grants

Appendix – Definitions of Account Codes –State Code

State Code	CIP Code	Account Name/Description
		Agriculture (VA)
500	02.0205	Agricultural Mechanics and Equipment/Machinery Technology
501	01.0000	Agriculture, Agricultural Operations and Related Sciences
502	03.0000	Natural Resources and Conservation
		Marketing Education (VD)
510	52.1999	Marketing Sales and Services
		Family and Consumer Services (Formerly Home Economics) (VH)
520	19.0000	Family and Consumer Services
521	19.0700	Child and Custodial Care Services (Wage-Earning)
523	12.9999	Personal and Culinary Services (w/occupational endorsement)
524	13.0000	Education General
		Trade and Industrial Education (VT)
530	10.0202	Radio and Television Broadcasting Technology
531	12.0400	Cosmetology
532	15.0607	Plastics Engineering Technology/Technician
533	15.0612	Industrial Production Technology/Technicians
534	19.0605	Home Furnishings Equipment Installers and Consultants
536	19.0699	Custodial, Housekeeping and Home Services
538	43.0100	Public Safety/Protective Services
539	46.0301	Electrical and Power Transmission Installation
540	46.0000	Construction Trades
541	46.0401	Building Maintenance
542	47.0101	Electrical/Electronics Equipment Installation and Repair
543	47.0106	Appliance Installation and Repair Technology
544	15.0403	Electro-Mechanical Technology
545	47.0201	Heating, Air Conditioning, Ventilation, and Refrigeration
546	47.0399	Industrial Equipment Maintenance and Repair
549	47.0603	Collision Repair
550	47.0604	Automobile Technician
551	47.0613	Medium and Heavy Truck Technology
552	47.0606	Small Engine and Related Equipment Repair
553	47.0607	Airframe Technology
554	47.0608	Power Plant Technology (Aircraft)
560	15.1301	Drafting and Design Technology
562	10.0301	Graphics Communications
563	50.0401	Visual Communications Technology
564	48.0501	Machine Tool Operation/Machine Shop
566	48.0508	Welding, Brazing, and Soldering
567	48.0701	Woodworking General

Appendix – Definitions of Account Codes –State Code

State Code	CIP Code	Account Name/Description
568	48.0000	Precision Production Trades General
569	49.0101	Aeronautics/Aviation/Aerospace Science and Technology
570	47.0616	Marine Maintenance
571	50.0101	Visual and Performing Arts
		Health (VT)
580	51.0000	Health Sciences
		Business Education (VB)
591	11.1000	Information Technology
593	52.0800	Finance and Financial Management Services
594	52.0299	Business Administration Management and Operations

Appendix – Definitions of Account Codes –State Code

State Code	CFDA Number	Account Name/Description
601	84.010a	Title I, Part A: Improving Basic Programs Operated by LEAS
602	84.010a	Title I, Part A: Improving Basic Programs Operated by LEAS – Carryover
603	84.011	Title I, Part C: Education of Migrant Children
604	84.011	Title I, Part C: Education of Migrant Children – Carryover
605	84.348	Title I, Accountability Grant
610	84.011	Technology Challenge
613	84.011	Migrant Summer Program
616	84.013	Title I - Part I Prevention and Intervention Programs for children and youth who are neglected, delinquent or at risk of dropout
617	84.010b	Title I Comprehensive School Reform
621	84.298	Title V, Part A: Innovative Programs
622	84.298	Title V, Part A: Innovative Programs – Carryover
631		Education for Economic Recovery Act (EESA) P.L. 98-377 Title II
632		(EESA) – Carryover
633	84.340	Class Size Reduction-
635	84.196	Homeless Grants
636		See State Code 779
655	17.207	Employment Services
656	84.002a	Trade Adjustment Assistance
657	84.002a	Welfare to Work
658	84.002a	WIA-Adult
659	84.002a	WIA Dislocated Worker
660	17.259	WIA – Youth Activities (Formula)
661	84.002a	WIA – Incumbent Worker Incentive
662	84.002a	“Reed” Act
667	84.199	School to Work- (Not in Current CFDA)
668	17.255	WIA Grants (Not in Current CFDA)
669	84.002a	WIA Family Literacy Grant-
671	84.002a	WIA -Adult Basic Education – Instruction
672	84.002a	WIA -Adult Basic Education - Instruction – Carryover
673	84.002a	WIA -Adult Basic Education – State Leadership
674	84.002a	WIA Adult Basic Education - State Leadership - Carryover
675	84.002a	WIA Adult Basic Education – Institutional Research
676	84.002a	WIA Adult Basic Education - Institutional Research - Carryover

Appendix – Definitions of Account Codes –State Code

State Code	CFDA Number	Account Name/Description
681		EDGE - Federal Share
682	84.041	Impact Aid (Direct)
683	93.576	Refugee Children School Impact Program
684	84.365a	Title III, Part A: English Language Acquisition
689		National Diffusion Network
690	93.575	School Age Children
691	93.575	School Age Children – Carryover
692		Outcome Indicators
693		Outcome Indicators - Carryover
694	84.186b	Safe and Drug Free Governor's Discretion
695	93.586	Teen Pregnancy Prevention
696	93.778	Drug Free Grants (Medical Assistance Program)
697	93.778	Drug Free Grants – Carryover (Medical Assistance Program)
698	84.184	Title IV, Part A: Safe and Drug Free Schools – Community Service Grants
699	84.186a	Title IV, Part A: Safe and Drug Free Schools State and Communities
700	84.184c	Community Services for Expelled or Suspended Students
701		Title IVA Social Security Act
702		Title II Juvenile Delinquency Prevention Act
703		Title IV Civil Rights
705		Neighborhood Youth Corp. (Score)
707		Title II OEO - Follow Through
709		Model Cities
711		Office of Criminal Justice
713		Title IVA P.L. 922-318 Indian Elementary, Secondary
715		Title III - OAA Older American Act – Food
717		Title VII - OAA Older American Act – Food
719		Title I - P.L. 81-874 Operations
720		Title I - P.L. 81-874 Disaster Assistance
721		Title I - P.L. 81-815 Construction
723	93.600	Title I - O.E.O. – Head start
725		Title IX - Equal Rights Amendment
729		Title VII - Bilingual Education (Direct)
731	84.360	Drop Out Prevention Programs
735		U.S.O.E. Indo-Chinese
741		E.S.A.A. Title VII
743		Teacher Corp.
744		R.O.T.C. (Direct)
746		Ethnic Heritage Studies
749	84.351	Arts in Education

Appendix – Definitions of Account Codes –State Code

State Code	CFDA Number	Account Name/Description
750		National Institute for Education – Research and Development
751		Professional Development - Career Planning
755	84.181a	IDEA Part C Infant and Toddler – State Discretionary Project
757	84.181a	IDEA Part C Infant and Toddler - Formula Grant
758	84.181a	IDEA Part C Infant and Toddler - Formula Grant – Carryover
759		Energy Assistance
761	84.366b	Mathematics and Science Partnership
762	84.281	Title II Part A
763	84.281	Title II Part A – Carryover
764	84.367a	Title II, Part A: Teacher, Principal Training and Recruitment
765	84.332a	Title I, Part F: Comprehensive School Reform
766	84.367b	Title II, Part A Improving Teacher Quality
767	84.357a	Reading First
768	84.358b	Title VI, Part B: Rural and Low Income Schools
769	84.336b	Teacher Quality Enhancement (Direct)
770	84.060	Title IX Indian Education (Direct)
771		ACT - Mediation and Conciliation Service
772		Project SAVE (Students Against Violence in Education)
773		Nutrition Education Training -
774		Professional Development - Tech Assistance for Accreditation
775	93.938	H Competitive Mini Grant to Revise HS HIV/STD Prevention
776	84.287c	Title IV, Part B, After School Learning Center
777	93.558	Temp. Asst. For Needy Families TANF
778	93.575	Childcare and Development Block Grant
779	84.282A	Charter School Grant
780	84.213	Title I, Part B, Even Start Family Literacy
781	10.550	USDA Commodities
782	10.550	USDA Commodities – Bonus
783	93.556	Safe Families Strong Children

Appendix – Definitions of Account Codes –State Code

State Code	CFDA Number	Account Name/Description
801	84.027a	IDEA Special Education – Formula Grants to ISDs
802	84.027a	IDEA Special Education – Formula Grants to ISDs Carryover
805	84.173a	IDEA Pre School Incentive Formula Grants to ISDs
806	84.173a	IDEA Pre School Incentive – Formula Grants to ISDs Carryover
807	84.027a	IDEA Part B EOSD
808	84.027a	IDEA Part B Training, Materials, and Technology
810	84.027a	IDEA Part B State Discretionary Projects
812	84.027a	IDEA Part B Transition Services
813	84.324	IDEA-Model Demonstration for Children with Disabilities; Research and Innovation to Improve Services to Children
815	84.181	Infants and Toddlers with Disabilities
816	84.027a	IDEA Capacity Building Grant
817	94.004	Learn and Serve School Based Services (Fellows)
818	93.778	Medical Assistance Programs
819	84.215L	Smaller Learning Community Grants
820	94.007	Americorps (Planning and Program Development Grants)
821	84.358a	Small Rural School Achievement – (Direct from Federal Govt)
822	93.577	CHILD Grant (Communities Helping to Increase Learning Development)
823	84.215k	Fund for Improvement of Education
824	84.215e	Fund for Improvement of Education Elementary School Counselors
825	84.215v	Partnership in Character Education
850	10.553	Natl School Breakfast
851	10.555	Natl School Lunch and Snack Program
852	10.556	Natl School Lunch Special Milk
853	10.558	Child Care Food Program
854	10.565	Commodity Supplemental Food Program
855	10.568	Temporary Emergency Food Assistance Program (TEFAP)
856	10.565	CNP Fresh Fruit and Vegetable Pilot
857	10.561	State Match Grants for Food Stamp Program
858	10.559	Summer Lunch Program
859	10.551	Michigan Nutrition Network through MSU Extension
869	10.664	Forest Stewardship Outreach & Education
870	10.665	Schools and Roads Grants to States
870	10.665	Schools and Roads Grants to States
871	47.076	National Science Foundation
872	45.025	National Endowment for the Arts
873	83.544	FEMA
874	84.215x	Teaching American History

Appendix – Definitions of Account Codes –State Code

875	84.215f	Carol M. White Physical Education Grant
876	97.004	State Homeland Security Grant – State Domestic Preparedness
877	84.323	Personnel Development Collaborative
878	84.000	RIF- Reading is Fundamental
879	45.310	State Library Program
880	17.245	Trade Adj. Assistance
881	93.571	Community Services Block Grant
882	84.310	Parent Information and Resources (PIRC)
900		Local Tracking of Revenues That Need Clarification